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**CITY OF WILMINGTON, NORTH CAROLINA  
COMMUNITY DEVELOPMENT BLOCK  
GRANT AND HOME ANNUAL ACTION PLAN  
FOR FY 2005-2006**

*May 13, 2005*

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COMMUNITY DEVELOPMENT BLOCK GRANT  
AND HOME ANNUAL ACTION PLAN  
FOR FY 2005-2006**

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## CONTENTS

<b>EXECUTIVE SUMMARY.....</b>	<b>1</b>
<b>CDBG AND HOME PROPOSED FUNDING.....</b>	<b>3</b>
<b>NARRATIVE RESPONSES .....</b>	<b>7</b>
General Questions .....	7
Managing the Process.....	8
Citizen Participation.....	9
Institutional Structure .....	11
Monitoring.....	11
Lead Based Paint .....	11
<b>HOUSING .....</b>	<b>12</b>
Specific Housing Objectives .....	12
Needs of Public Housing.....	16
Barriers to Affordable Housing.....	17
<b>HOMELESS .....</b>	<b>17</b>
Specific homeless Prevention Elements.....	17
<b>COMMUNITY DEVELOPMENT .....</b>	<b>20</b>
Community Development .....	20
Anti-Poverty Strategy.....	22
<b>NON-HOMELESS SPECIAL NEEDS .....</b>	<b>23</b>
Non-Homeless Special Needs Housing.....	23
Housing Opportunities for People with AIDS .....	24

## **TABLES AND MAPS**

TABLE 1A - SUMMARY OF CDBG – PROJECTED REVENUES .....	3
TABLE 1B - SUMMARY OF CDBG-FUNDED PROJECTS: ENTITLEMENT AND PROJECTED PROGRAM INCOME .....	4
TABLE 1C - SUMMARY OF CDBG – FUNDED PROJECTS: CARRYOVER FROM PRIOR YEARS .....	5
TABLE 2A - SUMMARY OF HOME – PROJECTED REVENUES .....	6
TABLE 2B - SUMMARY OF HOME – FUNDED PROJECTS: ENTITLEMENT AND PROJECTED PROGRAM INCOME .....	6
TABLE 2C - SUMMARY OF HOME – FUNDED PROJECTS: CARRYOVER FROM PRIOR YEARS .....	6
TABLE 3 – SUMMARY OF OTHER FUNDS AVAILABLE ACTION YEAR 2005-06.....	7
TABLE 4 – HOUSING PERFORMANCE TARGETS ACTION YEAR 2005-06.....	14
TABLE 5 – HOUSING PRODUCTION TARGETS 2002-07 AND ACTION YEAR 2005-06.....	15
TABLE 6 - NON-HOUSING PERFORMANCE TARGETS ACTION YEAR 2005-06 .....	22
<b>MAP</b> – LOW- AND MODERATE-INCOME AREAS .....	25

## **APPENDICES**

APPENDIX A – PROJECT DESCRIPTIONS

APPENDIX B – SUMMARY OF CITIZEN COMMENTS AND CITIZEN PARTICIPATION  
ACTIVITIES

APPENDIX C – CERTIFICATIONS

## **EXECUTIVE SUMMARY**

### **CITY OF WILMINGTON COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME ANNUAL ACTION PLAN FY 2005-06**

The City of Wilmington has been a Community Development Block Grant (CDBG) entitlement community since 1975. The award of funds comes to the City's Community Development Division (CDD) in the form of an annual block grant through the U.S. Department of Housing and Urban Development (HUD). CDBG funds can be used with great flexibility to provide "decent housing and a suitable-living environment, and to expand economic opportunities principally for persons of low and moderate income." The HOME program, also funded through HUD, was started in 1992 to provide a block program specifically for affordable housing.

The Community Development Five-Year Consolidated Plan 2002-2007 establishes a unified, coordinated vision for community development actions. Key elements of this consolidated plan are its emphasis on citizen participation and the collaborative nature of the process. Wilmington uses input from citizens and community development partners to determine its housing and community development needs, to develop strategies for addressing those needs and to undertake specific actions consistent with those strategies. The 2005-06 Annual Action Plan covers year three of the Five-Year Consolidated Plan.

As the City embarks on a new year, we remain committed to ensuring that the citizens we serve are provided with the necessary resources to enhance their overall quality of life. To assist with accomplishing this goal, the Community Services Department was developed in July 2002 to focus on creating strong and vibrant neighborhoods through collaborative efforts with other city departments, governments, non-profits, and private-sector organizations. The Department has oversight for programs that directly relate to neighborhood improvements, recreation, youth services, community development and code enforcement.

The City is excited about the opportunity to continue providing programs that address housing, economic development, infrastructure, facilities and public services. These programs continue to be the cornerstone of the community development program and the Community Services Department.

Barriers that the City continues to face are the unavailability and high cost of land for affordable housing. Through the Affordable Housing Coalition, the City continues to identify solutions that will facilitate the development of affordable housing; but with the median sales price of a three-bedroom home being approximately \$164,730 and the Fair Market Rent for the same unit being \$951, affordable housing is difficult, if not impossible for many citizens to achieve. The Coalition continues to investigate initiatives such as a Community Land Trust. The City is also working with Training Development Associates, Inc., to devise a housing needs assessment and provide a study of "Alternative Housing Choices" for our Community Housing Development Organizations. We are funding, for the first time, the construction of modular housing for very low-income families. This should decrease the cost of construction. Also, the City is working with Habitat for Humanity and other nonprofits to build an entire development of affordable housing.

In the homeless area, collaboration is underway to facilitate implementation of the Homeless Management Information System (HMIS) locally and statewide. When fully implemented, the community will be able to track and monitor the programs and services being utilized by the homeless population as well as identify any gaps. The City is very proud to note that the efforts of Wilmington's nonprofits have been most instrumental in making the State program a success. Meanwhile, the City continues to discuss the possibility of developing a Ten-Year Plan to End Chronic Homelessness.

### **Summary of Annual Action Plan**

The City of Wilmington expects to receive \$1,002,361 of entitlement funds for the Community Development Block Grant Program (CDBG) and \$705,090 for the HOME Investment Partnership Program (HOME) for fiscal year 2005-2006. This represents a 5.3 percent decrease in CDBG and a 3.7 percent decrease in HOME funds. The City of Wilmington also projects program income in the amount of \$252,060 for the CDBG program and \$316,000 for the HOME program, and \$33,922 in return of HOME funds. Since General Funds are quickly decreasing for Housing Maintenance, Historic Preservation and Lead Base Paint Hazard Control, the remaining \$370,728 is not expected to cover all expenses for these programs next fiscal year. Many of the projected amounts available from individual programs at the end of Fiscal Year 2004-05 are unpredictable, but unexpended funds to be re-appropriated from specific activities equals \$ 2,860,972 from CDBG entitlement, UDAG and various revolving loan funds, and \$1,046,271 of re-appropriated HOME funds. The total anticipated funds available for next program year are estimated to be \$6,587,404

CDBG funds received for the 2005-2006 program year are proposed to be used for activities such as housing, public improvements, public facilities, public services, and administration and planning.

HOME funds are proposed for administration and housing-related activities carried out primarily by Community Housing Development Organizations (CHDO) and non-profit organizations. The focus for program year 2005-06 is housing for low-income individuals with disabilities.

In conclusion, the Annual Action Plan attempts to address the complex issues facing the City of Wilmington in the areas of housing and community development. As expected, the needs of the community exceed the available resources. Funding recommendations were made consistent with priority issues and concerns of the community as well as City Council goals and objectives.

## CDBG AND HOME PROPOSED FUNDING

In 2005-06, the City of Wilmington expects to receive \$1,002,361 of entitlement funds for the Community Development Block Grant Program (CDBG) and \$705,090 for the HOME Investment Partnership Program (HOME). A breakdown of the use of funds for 2005-06 can be seen in Tables 1 a-c and 2 a-c. Funds will be spent on eligible housing, economic development, public improvements, public facilities and public services. The activities are consistent with achieving the objectives and priorities of the City's Five-year Consolidated Plan. Detailed descriptions of individual activities can be viewed in Appendix A.

As required by HUD, the City will maintain a HOME program match log that evidences compliance with the HOME matching requirements. The City expects to have excess matching dollars during the term of this plan.



**TABLE 1A  
SUMMARY OF CDBG – PROJECTED REVENUES  
2005-06 PROGRAM YEAR**

REVENUE SOURCE	BUDGET 2005-06
CDBG Entitlement	\$ 1,002,361
CDBG Projected Program Income (Housing Rehab Revolving Loans)	183,900
CDBG Projected Program Income (HOP Revolving Loans)	68,160
<b>TOTAL CDBG REVENUES 2005-06</b>	<b>\$ 1,254,421</b>



**TABLE 1B**  
**SUMMARY OF CDBG-FUNDED PROJECTS:**  
**ENTITLEMENT, PROJECTED PROGRAM INCOME AND RETURN OF FUNDS**  
**2005-06 PROGRAM YEAR**

<b>PROJECT TITLE</b>	<b>BUDGET 2005-06</b>
<u>Housing</u>	
Project Delivery Costs	\$ 175,000
HOP Loans (Includes Projected Program Income & Entitlement)	429,421
Housing Services - Housing Counseling	10,000
<b>Subtotal</b>	<b>\$ 614,421</b>
<u>Public Facilities</u>	
Peabody Center - NHC Community Action Agency	\$ 150,000
<b>Subtotal</b>	<b>\$ 150,000</b>
<u>NorthSide Revitalization Strategy Area Programs</u>	
Acquisition, Demolition and Clearance	\$ 20,000
CFRCDC Business Center	20,000
<b>Subtotal</b>	<b>\$ 40,000</b>
<u>Public Services</u>	
Good Shepherd Ministries	45,000
DREAMS of Wilmington	15,000
LINC, Inc.	25,000
VOA - Willow Pond	18,000
Domestic Violence Shelter and Services	20,000
Community Boys and Girls Club	10,000
Legal Aid of North Carolina	10,000
First Fruit Ministries	10,000
Family Services - After School Enrichment	17,000
Family Services - Big Buddy	10,000
Food Bank of Central and Eastern North Carolina	10,000
Cape Fear Youth Development	10,000
<b>Subtotal</b>	<b>\$ 200,000</b>
<u>Administration and Planning</u>	
CDBG Administration and Planning	250,000
<b>Subtotal</b>	<b>\$ 250,000</b>
<b>TOTAL CDBG ENTITLEMENT AND PROGRAM INCOME</b>	<b>\$ 1,254,421</b>

**TABLE 1C**  
**SUMMARY OF CDBG – FUNDED PROJECTS:**  
**CARRYOVER FROM PRIOR YEARS**

<b>PROJECT TITLE</b>	<b>AVAILABLE</b>	<b>BUDGET FY 2005-06</b>
<b>CDBG 1997-98</b>		
Community Boys and Girls Club*	19,400	19,400
<b>CDBG 1998-99</b>		
Community Boys and Girls Club*	5,601	5,601
<b>CDBG 1999-2000</b>		
Housing – Relocation*	1,363	1,363
<b>CDBG 2000-01</b>		
Economic Development – Community Lending Program*	148,892	0
NorthSide Acquisition, Demolition and Clearance	0	148,892
<b>CDBG 2002-03</b>		
HOP Loans*	5,324	5,324
<b>CDBG 2003-04</b>		
HOP Loans*	27,000	27,000
Housing – Demolition*	28,314	28,314
Housing Rehabilitation - Emergency Repair Grants	10,491	10,491
Habitat for Humanity - Acquisition	38,475	38,475
Public Improvements – Demolition and Lot Clearance*	19,904	19,904
Public Facility - Community Boys and Girls Club*	74,182	74,182
<b>CDBG 2004-05</b>		
Housing - HOP Loan Program	123,000	123,000
Housing Rehabilitation - Emergency Repair	44,000	44,000
Housing - Relocation*	25,000	25,000
Habitat for Humanity - Acquisition	331,000	331,000
Public Facilities - Good Shepherd*	223,225	223,225
Public Facilities - Domestic Violence*	17,683	17,683
<b>TOTAL CDBG Carryover From Prior Years as of 2/23/05</b>		
	<b>\$ 1,142,854</b>	<b>\$ 1,142,854</b>

\*Amount available 2/28/05

**TABLE 2A**  
**SUMMARY OF HOME – PROJECTED REVENUES**  
**2005-06 Program Year**

REVENUE SOURCE	BUDGET 2005-06
Entitlement	\$ 705,090
Program Income 2004-05	143,000
Projected Program Income 2005-06	173,000
Return of Funds	33,922
<b>TOTAL HOME REVENUES 2005-06</b>	<b>\$ 1,055,012</b>

**TABLE 2B**  
**SUMMARY OF HOME-FUNDED PROJECTS:**  
**ENTITLEMENT AND PROJECTED PROGRAM INCOME**  
**2005-06 PROGRAM YEAR**

PROJECT TITLE	BUDGET 2005-06
<u>Housing</u>	
HOP Loans (Entitlement, Program Income & Return of Funds)	\$ 499,012
CHDO: A.M.E. Zion	84,000
CHDO: Wilmington Housing Finance Development	22,000
Habitat for Humanity - Infrastructure	200,000
Cape Fear Independent Living - Rental Housing	200,000
<b>Housing Subtotal</b>	<b>\$ 1,005,012</b>
<u>Administration</u>	
HOME Administration	\$ 50,000
<b>Administration Subtotal</b>	<b>\$ 50,000</b>
<b>TOTAL HOME ENTITLEMENT AND PROGRAM INCOME</b>	<b>\$ 1,055,012</b>

**TABLE 2C**  
**SUMMARY OF HOME-FUNDED PROJECTS:**  
**CARRYOVER FROM PRIOR YEARS**

PROJECT TITLE	AVAILABLE	BUDGET
WHA - Jervay Down Payment Assistance FY 2003-05	\$ 282,000	\$ 282,000
WHA - Jervay Down Payment Assistance FY 2003-04	15,000	15,000
CHDO: CFRCDC FY 2003-05	241,007	241,007
CHDO: AME Zion FY 2002-05	128,521	128,521
WHFD - Construction/Down Payment Assistance FY 2002-04	139,604	139,604
Harbor Foundation FY 2001-02	66,078	0
HOP Loan Program	0	66,078
First Fruit - Transitional Housing Rehabilitation	7,100	7,100
The Arc - Permanent Supportive Housing	166,961	166,961
<b>TOTAL HOME Carryover From Prior Years</b>	<b>\$ 1,046,271</b>	<b>\$ 1,046,271</b>

Amounts available reflect estimates as of 2/28/05

**TABLE 3  
SUMMARY OF OTHER FUNDS AVAILABLE  
ACTION YEAR 2005-06**

<b>REVENUE SOURCE</b>	<b>AVAILABLE FY 2005-06</b>
CDBG Revolving Funds – Housing Rehabilitation Loan Program	\$ 472,881
CDBG Revolving Funds - HOP	6,708
Revolving Funds – Rental Rehabilitation Loan Program	458,798
Revolving Funds – Economic Development Loan Program	177,335
Urban Development Action Grant (UDAG) - NorthSide NRSA	477,751
UDAG Revolving Funds - NorthSide NRSA	124,645
General Fund – Affordable Housing	373,117
General Fund – HOP	240,897
<b>TOTAL FUNDS AVAILABLE IN FY 2005-06</b>	<b>\$ 2,332,132</b>

Amounts available reflect estimates as of 2/28/05 and may not include projected program income

## NARRATIVE RESPONSES

### GENERAL QUESTIONS

**Describe the geographic areas of the jurisdiction in which assistance will be directed during the next year. Describe the basis for allocating investments geographically within the jurisdiction during the next year.**

The geographic area of the Wilmington jurisdiction is the entire City. The NorthSide neighborhood was approved by HUD in 2004 as a Neighborhood Revitalization Strategy Area. Three activities are located in that area: Housing - Acquisition, Demolition and Clearance, Cape Fear Regional CDC Business Center and the Community Boys and Girls Club. In addition, economic development loans will be directed, but not limited, to the NorthSide.

**Describe actions that will take place during the next year to address obstacles to meeting underserved needs.**

All the activities proposed for program year 2005-06 are designed to address underserved needs. Both CDBG and HOME funds are proposed to be used in helping develop new affordable housing, to maintain existing housing and to address the housing needs of the extremely low-income population. In addition, the targets for addressing homelessness and public housing also address the needs of the underserved in Wilmington. Specific projects that address the needs of the extremely low-income population are The Arc of North Carolina and the Cape Fear Independent Living rental housing projects; and public service agencies such as Good Shepherd Ministries, First Fruit Ministries, Domestic Violence Shelter and Services, Volunteers of America at Willow Pond, Leading Into New Communities, and Cape Fear Youth Development.

## **MANAGING THE PROCESS**

### **Identify the lead agency, entity, and agencies responsible for administering programs covered by the Consolidated Plan.**

The City of Wilmington is the lead agency for administering programs covered by the Five-Year Consolidated Plan. The administration is handled through the Community Services Department, Community Development Division. The Department directly administers programs such as Home Ownership Pool, Housing Rehabilitation (including demolition, relocation, lead-based paint and historic preservation grants), Emergency Repair, Voluntary Demolition and Lot Clearance, and the newly proposed Acquisition, Demolition and Clearance program in the NorthSide. The City contracts with several nonprofit housing development agencies, nonprofit service organizations and the Wilmington Housing Authority to administer other individual programs.

### **Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations and others who participated in the process.**

The Action Plan process begins each year, in early November, with an application workshop for nonprofit organizations. Approximately 100 people attend the workshop annually, representing approximately 70 nonprofits. The Action Plan process is discussed, and the City funding application for construction and non-construction projects is reviewed. From this time forward to the Public Comment Period, City staff discusses the Annual Action Plan with many local groups, e.g. Tri-County Council on Homelessness, neighborhood organizations, faith-based programs, other city and county government agencies and individuals. An Open House is held each December, for several hours, to allow agencies or individuals to talk to staff about the planning process and ask questions.

After local funding applications are received, review teams interview all applicants and discuss the Action Plan with each. Agency representatives and individual citizens are given the opportunity to support the Plan or express their concerns during a public hearing in April or during the 30-day comment period.

### **Describe actions that will take place during the next year to enhance coordination between public and private housing, health and social service agencies.**

The City will continue to work with all local outside agencies, especially in the area of homelessness, lead-based paint hazard control, and the Wilmington Housing Authority's HOPE VI project at Taylor Homes. The Community Development Division has worked closely with local nonprofits and City agencies to introduce them to the HUD Consolidated Plan Management Process (CPMP). Although this is not a Consolidated Planning year for Wilmington, and the City is not required to use the new process, the City has made a good-faith effort to incorporate as much of the HUD-required process in the Action Plan as possible. The barrier encountered is the lack of knowledge and experience in the Wilmington area in identifying outcomes and performance measurement tools for the activities being funded. Training on this subject was made available to nonprofits during the November 2004 application workshop. It is obvious from the 2005-06 applications, however, that, we will need to focus more on capacity building and additional training on performance management.

## **CITIZEN PARTICIPATION**

### **Summary of the Citizen Participation process:**

To stimulate the greatest level of input into the development of the Action Plan, Wilmington made information concerning the Plan and the planning process widely available, particularly to agencies representing persons living in low- and moderate-income areas, persons with disabilities, minorities and other disadvantaged groups, such as the Tri-County Homeless Interagency Council and the Wilmington Affordable Housing Coalition. Surveys on topics of interest to the general public were made available at every opportunity and on the City's website. The City believes that the greatest number of people were made aware of and participated in the development of the Action plan by making information on the Plan available to the public housing authority and other housing and service providers, in local newspapers and on the City's government channel.

In addition to discussing the planning process at various community meetings, the Community Development Division held an open house on December 8, 2003, 8 a.m. – 5 p.m., to begin taking recommendations on the expenditure of CDBG and HOME funds. The draft Action Plan was made available for citizen comments March 31-April 29, 2005.

A public hearing was held before City Council on April 5, 2005, to present the draft Plan to Council and the Wilmington citizenry. Individual draft copies of the Action Plan were also made available to all interested parties during the 30-day comment period. A copy was also available for viewing at the New Hanover County Main Library. The Open House, public hearing and the 30-day comment period were published in the *Wilmington Star News*, the *Wilmington Journal* and the *Mundo Latino* (affidavits of publication available), and on the City's Government Cable Channel 8. Press releases were sent to local media and to community organizations and sub-recipients. Comments received during the planning process and during the 30-day comment period are summarized in Appendix B. In addition, the City Council held a work session on April 18, 2005, to discuss the Action Plan in detail.

Technical assistance on federal regulations and how to apply for CDBG, HOME and General Funds was provided to more than 100 community representatives on November 4, 2004. Additional technical assistance will be provided early in the program year to all nonprofit agencies receiving City funds in 2005-06.

A copy of the complete Citizen Participation Plan can be found on the City of Wilmington's website (<http://www.ci.wilmington.nc.us>) or obtained by contacting the Community Development Division.

### **Summary of citizen comments or views on the plan:**

Approximately 20 individuals attended the December Open House, several staying for two or three hours. Issues discussed by attendees can be reviewed in Appendix B. Comments during the Public Hearing, April 5, 2005, focused on the need for more financial support for nonprofits, and the importance of domestic violence and sexual assault programs, homelessness, and programs that provide youth with ways to live a positive lifestyle. Details can also be reviewed in Appendix B.

**Summary of efforts made to broaden public participation in the development of the plan, including outreach to minorities and non-English-speaking persons and person with disabilities.**

A questionnaire on topics of interest to the City residents was made available at every opportunity beginning in October 2004. It was handed out at public meetings and workshops, disbursed to nonprofits and their clients, and handed out to the general public whenever possible. The questionnaire was also available on the City's website. Approximately 55 questionnaires were returned to the City over a four-month period. Details of comments received can be reviewed in Appendix B.

In addition to the questionnaire, Community Development staff surveyed extremely low- and very low-income individuals about housing. The questionnaire was distributed through agencies that serve low-income clientele, such as Good Shepherd Ministries, VOA Willow Pond, Habitat for Humanity, First Fruit Ministries, LINC, New Hanover County Department of Social Services, and Wilmington Housing Authority. The most interesting result of the survey was that the majority of the 224 responding, who are homeless, indicated that they are NOT satisfied with their present living conditions and would like to have a permanent home.

The City works very closely with The Arc of North Carolina, Southeastern Mental Health, the Mayor's Committee on People with Disabilities, group home providers and supportive housing providers to distribute materials and information on affordable housing and the City's planning process for Community Development. All press releases and ads involving the planning process or availability of the Action Plan or CAPER are provided to Mundo Latino, a local newspaper that serves the Hispanic community, and nonprofit Hispanic agencies.

**Provide a written explanation of comments not accepted and reasons why these comments were not accepted.**

The City of Wilmington always accepts every comment that is submitted, whether verbal or written. Three written comments were received during the 30-day comment period.

- First Fruit Ministries requested that the City Council accept the (staff) recommendation for funding and continue to support their "vital work to reduce homelessness in Wilmington."
- VOA - Willow Pond indicated that they could loose as much as \$8,000 in HUD funding, if the City did not provide the additional \$2,000 requested in the VOA application for CDBG funding.
- Family Services wrote to say that they would have to cut a full-time position to part-time, if they did not receive the additional \$2,000 requested in the Big Buddy application.

Response: The recommendations for additional funding to fund VOA - Willow Pond and Family Services were not approved, because of the small amount of funding available for public service agencies. If there are 2004-05 public services funds unspent at the end of the fiscal year, staff will consider recommending those funds be re-appropriated for VOA and Big Buddy, and to other agencies who budgets were cut during the plan review process.

## **INSTITUTIONAL STRUCTURE**

**Describe actions that will take place during the next year to develop institutional structure.**

The City of Wilmington has a well established structure for implementing its programs. General administration and monitoring responsibilities of the CDBG and HOME programs rest with the City's Community Development Division. Community Development has a staff consisting of the following positions: Community Development Manager, Community Development Planner, Community Development Compliance Specialist, Administrative Support Technician, Sr. Housing Financial Counselor, two Housing Financial Counselors; Sr. Housing Rehabilitation Specialist, and two Housing Rehabilitation Specialists. In addition, two accountants within the Finance Department provide direct support to program administration. The knowledge and expertise demonstrated by staff continues to be one of our greatest strengths.

The Community Development Division also has a comprehensive structure for working with non-profit organizations that provide public services and develop affordable housing. Annual workshops are conducted to assist with capacity building, while quarterly reporting is required to ensure that goals and objectives are being achieved and funding is being spent in a timely manner, and annual monitoring visits are conducted to ensure program compliance is being achieved. Staff has identified several gaps in the service delivery system impacting internal programs to include a decrease in the number of housing units rehabilitated annually; and through external programs such as construction and sale of affordable housing by Community Housing Development Organizations (CHDO's). The Community Development Division continues to take advantage of HUD-sponsored technical assistance in an effort to address these issues and strengthen our institutional structure.

## **MONITORING**

**Describe actions that will take place during the next year to monitor housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirement.**

To ensure long-term compliance with program and comprehensive planning requirements, the City will conduct at least one monitoring visit to every housing and community development project funded by HOME and CDBG. Performance will also be monitored on a quarterly basis by way of mandatory quarterly reporting. The Compliance Specialist will meet with the Board of Directors and staff of newly-admitted public service agencies to provide insight on federal regulations and to share the roles and responsibilities of the agency and the City of Wilmington. The City will continue to provide capacity-building opportunities to local nonprofits as well as one-on-one technical assistance as needed.

## **LEAD-BASED PAINT**

**Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint (LBP) hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income and moderate-income families.**

Lead-based paint hazards are a **tremendous** problem in Wilmington due to the increased protection from demolition of older housing stock. Approximately 95 percent of the houses rehabilitated through the Community Development Block Grant Program have a lead-based paint problem and have children living or staying in the homes, creating a potential LBP poisoning issue. The New



Hanover County Health Department has indicated that the two areas of greatest concern are Section 8 voucher rental housing and housing rented by underserved populations that do not qualify for public housing, such as the Hispanic community.

The City appropriated General Funds in 2001 for the Affordable Housing Program. Part of this appropriation was allocated for Lead Based Paint Hazard Control. Due to the extensiveness of the LBP issues in our Housing Rehabilitation Program, these funds are nearly depleted. The Division, therefore, has been working since fall of 2004 with consultants, EI, Inc., to develop an application for the HUD Lead Hazard Control Grant (to be submitted in mid 2005). The City is working closely with the New Hanover County Health Department, the Wilmington Housing Authority, nonprofit and for-profit housing developers and the Hispanic community in this effort. Approval of the City's application will determine whether the City can financially afford to continue its LBP hazard control program.

The following are strategies for 2005-06:

- Apply for the HUD Lead Hazard Control Grant, to enable the City to increase the number of lead-safe housing available to low- and moderate-income families;
- Work with the New Hanover County Health Department to educate the public on the hazards of lead-based paint;
- Help to increase the number of local certified lead inspectors, risk assessors, project designers, abatement supervisors and abatement workers by providing training to local contractors, construction workers, homeowners and tenants; and
- Continue to use City funding to assist with the cost of lead-based paint hazard control and abatement in housing being rehabilitated through city programs;

## **HOUSING**

### **SPECIFIC HOUSING OBJECTIVES**

**Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.**

The City will continue to utilize CDBG and HOME funds to make low-interest loans to rehabilitate sub-standard housing citywide. The well-established Home Ownership Pool (HOP) will also continue to be funded through CDBG and with General Fund monies. The City has provided Emergency Repair grants for several years. This grant program will continue to be administered separately from the Housing Rehabilitation Program. The city will continue to provide grants for lead-based paint (LBP) hazard control and historic preservation for homeowners who receive a housing rehabilitation loan. In addition, the City will implement a new housing program for the NorthSide Neighborhood Revitalization Strategy Area that will include the acquisition, demolition and clearance of six properties, to eliminate slum and blight in that neighborhood.

The delivery of these programs will be funded through "Project Delivery Costs" to support the direct costs related to housing rehabilitation, inspections, work write-ups, housing counseling and professional services. Other housing-related activities to be funded through CDBG include demolition and relocation expenses associated with housing rehabilitation.

A major nonprofit housing activity for CDBG, as a result of a plan amendment in 2004, will be the purchase of five acres by Habitat for Humanity for Cornerstone Commons, a 32-unit affordable

housing development for low-income families. The City is providing CDBG and HOME funds for acquisition of the property, infrastructure for the development, and acquisition of additional scattered sites. While the infrastructure is under construction in the program year, Habitat is planning to complete the construction of 10 units, throughout the city, for low-income homebuyers.

Two other HOME projects will provide rental housing for very low- and extremely low-income individuals with disabilities. The Arc of North Carolina will construct four duplexes on scattered sites throughout the city, providing eight units for 16 people. This will be the City's first modular housing project. Cape Fear Housing for Independent Living will construct an eight-unit complex in the NorthSide Revitalization Strategy Area. It will consist of four duplexes. Each unit will provide housing for a chronically homeless person with a disability.

HUD requires that at least 15 percent of HOME funds be appropriated to Community Housing Development Organizations (CHDO) to develop affordable housing opportunities for low-income residents. This set-aside is targeted, in 2005-06, for A.M.E Zion Housing Development CDC, and Wilmington Housing Finance and Development, which was approved as a CHDO late in 2004. Together with the Cape Fear Regional CDC, the three CHDO's are expected to construct or rehabilitate 11 homes for first-time homebuyers.

The Wilmington Housing Authority is expected to complete its down payment assistance program in 2005-06 for 11 homeownership units in the Jervay HOPE VI project.

**See Tables 4 and 5 for specific housing performance and production goals for fiscal year 2005-06**

**TABLE 4 – HOUSING PERFORMANCE TARGETS  
ACTION YEAR 2005-06**

Affordable Housing	Partnership with the Wilmington Affordable Housing Coalition to conduct at least two educational programs for the community on affordable housing issues.
	Work with the Wilmington Affordable Housing Coalition to develop a Community Land Trust.
	Work with at least two agencies in the private sector (for-profit and nonprofit) to increase the affordable housing units constructed or rehabilitated—both rental and homebuyer.
Historic Preservation	Work with the Affordable Housing Coalition, the Historic Preservation Commission and the Wilmington Historic Foundation to clarify alternatives for materials, windows and roofing guidelines in the historic districts.
Housing for Persons with Special Needs	Make at least four emergency repair grants to people with special needs, particularly elderly residents on fixed-incomes.
	Provide 16 new rental units for 24 persons with disabilities. At least one unit will be built to the standards of Universal Design.
Code Enforcement	Continue the voluntary demolition and lot-cleaning program, to expedite the reduction of slum and blight in low- and moderate-income areas.
Lead-Based Paint Hazards (LBP)	Work with the New Hanover County Health Department to educate the public on the risks of lead-based paint.
	Provide at least one LBP training program to local contractors.
	Address LBP hazards in all housing rehabilitation projects funded by CDBG or HOME.
	Apply for the HUD Lead Based Paint Hazard Control Grant in an effort to expand the LBP program.
Public Awareness and Civic Partnerships	Work with at least one Hispanic organization to develop better communication with the Hispanic community.
	Participate in at least one community education program on affordable or fair housing issues.
	Publicize the Annual Action Plan for 2005-06, and the Consolidated Annual Performance and Evaluation Report according to the Citizen Participation Plan.
	Produce at least two press releases or attempt to provide at least two success stories to the media on a CDBG or HOME activity.

**TABLE 5 – HOUSING PRODUCTION TARGETS  
2002-07 AND ACTION YEAR 2005-06**

<b>Home Ownership Pool (HOP) Program Income Level:</b>	<b>Five-Year Goals 2002-07</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goals 2005-06</b>
	<b>Units</b>	<b>Units</b>	<b>Units</b>
Low- & Moderate-Income Households	100	26	22
Elderly	5	43	0
Homeless	0	0	0
Special Needs	10	20	0
<b>SUB-TOTAL</b>	<b>130</b>	<b>89*</b>	<b>22</b>
<b>Rental Rehabilitation</b>	<b>Five-Year Goals</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goal</b>
Low- & Moderate-Income	30	0	6
Elderly		0	0
Homeless		0	0
Special Needs		0	0
<b>SUB-TOTAL</b>	<b>30</b>	<b>0</b>	<b>6</b>
<b>Homeowner Rehabilitation</b>	<b>Five-Year Goals</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goal</b>
Low- & Moderate-Income	120	4	10
Elderly		19	0
Homeless		0	0
Special Needs		2	0
<b>SUB-TOTAL</b>	<b>120</b>	<b>25*</b>	<b>10</b>
<b>Continuum of Care Rental (Transitional)</b>	<b>Five-Year Goals</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goal</b>
Low- & Moderate-Income		9	0
Elderly		0	0
Homeless Families	60	0	0
Special Needs		0	0
<b>SUB-TOTAL</b>	<b>60</b>	<b>9*</b>	<b>0</b>
<b>New Construction/ Rehabilitation Homeownership--CHDO'S*</b>	<b>Five-Year Goals</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goal</b>
Low- & Moderate-Income	65	14	11
Elderly		2	0
Special Needs		0	0
<b>SUB-TOTAL</b>	<b>65</b>	<b>16*</b>	<b>11</b>
<b>New Construction/Single Family or Down Payment Assistance – Non-Profits</b>	<b>Five-Year Goals</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goal</b>
Low- & Moderate-Income	25	24	21
Elderly		1	0
Homeless		0	0
Special Needs		0	0
<b>SUB-TOTAL</b>	<b>25</b>	<b>25*</b>	<b>21</b>
<b>New Construction/Multi-Family (Rental – Permanent Housing)</b>	<b>Five-Year Goals</b>	<b>Accomplished as of 6/30/05*</b>	<b>One-Year Goal</b>
Low- & Moderate-Income	30	0	0
Elderly	10	0	0
Homeless	0	0	0
Special Needs	10	0	16
<b>SUB-TOTAL</b>	<b>50</b>	<b>0</b>	<b>16</b>
<b>GRAND TOTALS</b>	<b>480</b>	<b>168*</b>	<b>86</b>

\*Estimated number of units to be completed by 6/30/05.

## **NEEDS OF PUBLIC HOUSING**

**Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in home ownership.**

The City's Community Development staff maintains an ongoing partnership with the Wilmington Housing Authority (WHA) concerning a variety of common interests related to the potential for developing additional affordable housing units and rental assistance. City staff meets on a regular basis with the WHA/City Manager's Committee to identify and resolve issues related to housing issues.

During fiscal year 2004-2005, the City funded the WHA to support the down payment assistance for new housing at Jervay, a HOPE VI project. HOP staff will continue to work closely with WHA to provide housing loans to Jervay residents, whenever possible. This partnership with the City is consistent with WHA's Five-Year and Annual Action Plans.

The Wilmington Housing Authority is committed to assisting the Public Housing Residents become more involved in management and to become homeowners. The Housing Authority staff works consistently with each development's Resident Organization as well as the City Wide Resident Council. The on-site managers and clerks provide assistance to the residents on their developments. The Director of the Resident Services Department has assigned case managers to the sites on a weekly basis to provide assistance to the managers and the public housing residents. The Executive Director and staff meet with members of the resident organizations and the City Wide Resident Council regularly as a means of keeping the lines of communication open between the groups.

The Resident Services Department works consistently with public housing residents, who want to become homeowners, overcome the barriers that prevent them from reaching their goal. The part-time Credit Counselor employed by the Housing Authority conducts one-on-one credit counseling sessions as well as group counseling sessions. The public housing case managers will continue to provide support to public housing residents who are interested in becoming homeowners, as well as to those Residents who have moved on to homeownership. In addition, the Resident Services Department is in the process of conducting its second Homeownership Institute. The Institute is a 12-week homeownership preparation workshop that covers such topics as Self Improvement: Financial Planning, Credits, Qualities of Good Homeownership, and Payments: How much can you afford. Residents that complete the program are usually ready to purchase a home within one year of program completion. The first Homeownership Institute, was held in 2004, was very successful. The Housing Authority also employs a full-time Homeownership Coordinator who provides counseling and support to public housing residents interested in homeownership.

To further our efforts to assist more public housing residents become homeowners, the Housing Authority will apply to the HUD for a Public Housing Homeownership Supportive Services grant. The grant provides funds to housing authorities to establish a homeownership program utilizing Section 8 vouchers, to get more public housing residents into homes of their own. The Wilmington Housing Authority will also submit an application for grant funds to expand the Individual Development Account (IDA) program to include public housing families. These are but a few of the measures that will be undertaken to gain more involvement and participation from the City's public housing residents.

## **BARRIERS TO AFFORDABLE HOUSING**

**Describe the actions that will take place during the next year to remove barriers to affordable housing.**

The City staff will continue to work closely with the Affordable Housing Coalition and the New Hanover County Human Relations Commission to identify and resolve barriers to affordable housing. City staff will participate in at least one public forum addressing affordable housing.

The City's Analysis of Impediments to Fair Housing was completed in the fall of 2003; and the Fair Housing Plan was completed in the Spring of 2004 but has not been approved by the Wilmington City Council. The Community Development staff, in conjunction with the Affordable Housing Coalition will continue to monitor the progress of the Plan.

## **HOMELESS**

### **SPECIFIC HOMELESS PREVENTION ELEMENTS**

**Homelessness - How will the Action Plan address the specific objectives of the Consolidated Five-Year Plan and the identified priority needs. Also, identify potential obstacles to completing these action steps.**

The following are specific targets for 2005-06:

- Provide funding to assist with the development of permanent rental, supportive housing for the homeless and people with disabilities;  
*The City is providing \$518,000 in HOME funds for The Arc of North Carolina and Cape Fear Independent Living to construct 16 duplex units for 24 homeless or people with disabilities.*
- Provide support from CDBG or General Funds for at least four public service agencies that serve the homeless;  
*In 2005-06, the City will fund six public services agencies through CDBG and two through General Funds, that serve the homeless.*
- Provide support for at least three job training and placement programs that serve a homeless population;  
*Good Shepherd Ministries, LINC, and Phoenix Employment will be funded by the City to provide job training and placement for the homeless. Other agencies that are funded by the City, not for job-placement activities, but who provide such services are the Wilmington Housing Authority, First Fruit and VOA Willow Pond.*
- Play an active role in the development of a Homeless Management Information System (HMIS).  
*The City has a staff representative on the local HMIS advisory committee and continues to support local and state efforts.*

**Chronic Homelessness - Describe specific planned action steps, over the next year, aimed at eliminating chronic homelessness by 2012.**

The City of Wilmington has been discussing the need for a Ten-Year Plan to End Chronic Homelessness. The Homeless Policy Specialist for the State of North Carolina has met with the City Council, and with the Mayor and Chairman of the New Hanover County Commissioners. The City is continuing an on-going dialogue on the subject.

The Tri-County Homeless Interagency Council, however, is working to help eliminate chronic homelessness. The Council has adopted a multi-faceted approach to address chronic homelessness. The causes of chronic homelessness are varied and multiple methods may be utilized to address the problem. In 2004, the Point-In-Time survey revealed that a total of 110 chronically homeless individuals were being sheltered in supportive housing programs. In 2005, 314 chronically homeless remain unsheltered. Approximately 90 percent of these individuals are suffering from substance abuse disorders or mental illness. Many are dually diagnosed and may have a physical disability. Within the larger group of chronically homeless persons, subpopulations may include veterans, youth, victims of domestic violence, individuals who are diagnosed with severe mental illness and individuals with HIV/AIDS.

In order to alleviate the unmet needs for emergency shelter, Good Shepherd Ministries is constructing an 118-bed emergency shelter. Permanent supportive housing units being developed include the expansion of Maplewood from six beds to 16; the construction of Driftwood's 14 units; the construction of Cottonwood's eight units for 16 individuals; and Cape Fear Housing for Independent Living's eight units. A focus of the strategy is to vacate beds in emergency shelter and transitional programs by moving chronically homeless individuals into newly developed permanent supportive housing programs. The Council is also discussing the creation of a Safe Haven.

Southeastern Mental Health Center, Coastal Horizons Center and other organizations have integrated case management into every transitional living environment within the Tri-County area. The Salvation Army has initiated its "Homeward Bound" program which teaches life and employment skills in order to generate self-sufficiency for their clients. Hopewood and Sherwood Apartment facilities have integrated case management and habitation specialists into their resident services. These components of permanent supportive housing developments have significantly decreased the chances of recurring incidents of substance abuse or relapse. The strategy for ending chronic homelessness in the Tri-County area includes providing opportunities for individuals to attain maximum personal self-sufficiency and permanent housing through the design and implementation of a Continuum of Care for the homeless that is supported by the entire Tri-County community.

**Homelessness prevention - Describe planned action steps, over the next year, to address the individual and families with children at imminent risk of becoming homeless.**

Emergency Food is provided by Mother's Hubbard Cupboard food pantry, St. Peter's Feeding Programs, DSS emergency food stamps, Quarterly Commodities Distribution, Salvation Army Soup Line, Veteran's Services, St. Mary Catholic Social Ministry, Wilmington Baptist Association, First Fruit Ministries, and Good Shepherd Ministries Soup Kitchen. Many church groups add feeding programs at specific times of need, for example, during hurricane events, Thanksgiving and Christmas seasons. Good Shepherd Ministries will be adding a light dinner with the addition of an overnight shelter.

Financial assistance is administered on a limited basis through Salvation Army Social Services (rent, security deposits and utility), Good Shepherd, Vocational Rehabilitation, Southeaster Mental Health Center (PATH funds rent and deposits), New Hanover County Public Schools (rent and utility assistance), Wilmington Baptist Association, Family Services of the Lower Cape Fear, New Hanover County Community Action Program, Progress Energy's *Project Share*, Department of Social Services Crisis Intervention Program and Good Friends Program, and The Vineyard Church. Many church pastors and priests maintain a discretionary fund.

Clothing is available from Good Shepherd Ministries, Salvation Army, St. Mary Catholic Social Ministry, Veterans Services, East Coast Solutions, Wilmington Baptist Association, First Fruit Ministries, and Life Line Pregnancy Center.

Employment programs are available through JobLink at local Employment Security Commissions, The Arc of NC, Departments of Social Services Work First Program, Vocational Rehabilitation, Good Shepherd Ministries Job Program, Phoenix Employment Services, YWCA Resource Center, Wilmington Housing Authority's STEP, First Fruit Ministries, Wilmington Baptist Association, and Leading Into New Communities (LINC).

Affordable housing development is provided by Wilmington Housing Finance and Development (WHFD), Cape Fear Regional CDC, A.M.E. Zion Housing CDC, Habitat for Humanity, Housing and Economic Opportunities (HEO), Inc., Wilmington Housing Authority (WHA), NRP Group, and General Baptist Assembly. The City of Wilmington provides grants and loans for many of these programs. The City also has a housing rehabilitation program for low- and moderate- income homeowners; and an emergency repair program for elders.

**Discharge Coordination Policy - Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy and how, in the coming year, the community will move toward such a policy.**

In order to coordinate discharge planning locally, Southeastern Center employs three case managers to assist with "Olmstead" cases at the regional state psychiatric facilities and one case manager to assist at regional State Mental Retardation Centers. These case managers attend each discharge planning meeting and assist in locating adequate housing for individuals being discharged into our community.

For patient stays in facilities less than 60 days, a facility must provide discharge information to a local case manager before the person's discharge. The case manager or other clinical staff at Southeastern Center are required to meet with these people within five working days of being discharged from the facility. During this meeting, Southeastern staff identify any homelessness and begin to coordinate adequate housing and related services. The lead case manager attends the monthly Tri-County Homeless Interagency Council meetings and coordinates with other service providers to locate and access the necessary housing and resources for people being discharged.

Southeastern Center has also received Community Capacity funds from The State's Division of MH/DD/SAS specifically targeted toward consumers being released from State institutions. With these funds, Southeastern Center will implement a program of case management, including discharge planning, peer counseling, and limited funds for rental assistance.



## **COMMUNITY DEVELOPMENT**

### **COMMUNITY DEVELOPMENT**

**Identify the priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table, public facilities, public improvements, public services and economic development.**

#### **1. Public Improvements**

Code Enforcement is an on-going program to reduce slum and blight in targeted areas. Added to this activity in 2002-03 was the “voluntary demolition” program to expedite the reduction of slum and blight in low- and moderate-income areas, with emphasis on the NorthSide neighborhood. This program is now available citywide. Eligible owners may receive financial assistance to eliminate code violations. This will minimize the number of involuntary demolition cases, liens and subsequent foreclosures.

The second public improvements project will be the construction of infrastructure in the Habitat for Humanity affordable housing development known as Cornerstone Commons. This will enable the construction of 32 housing units for low-income homebuyers.

#### **2. Neighborhood Revitalization Strategy Area**

In 2004, the NorthSide was approved by HUD as a Neighborhood Revitalization Strategy Area. During 2005-06, staff will continue to review the milestones established in the NorthSide Plan and decide where Community Development funds could best be spent. At this time, the City is looking at economic development and the elimination of dilapidated structures as the main priorities for this neighborhood. The Wilmington Police Department is also implementing a Model Block Program to deter crime in the neighborhood. Several of the CDBG and HOME projects are located in the NorthSide: the acquisition, demolition and clearance of slum and blighted properties; Habitat for Humanity's affordable housing development; the Peabody Center; the Community Boys and Girls Club; and the Cape Fear Regional CDC Business Center.

#### **3. Public Facilities**

Public facilities include the continued support for previously funded projects: a new overnight shelter at Good Shepherd, and renovation of the kitchen facilities at the Community Boys and Girls Club. A new public facility to be undertaken in 2005-06 will be the renovation of the auditorium and kitchen facilities at the Peabody Center, which houses the Smart Start program and New Hanover County Community Action. The renovations will provide additional meeting spaces for the neighborhood and community organizations. Both the Boys and Girls Club and the Peabody Center are located in the NorthSide Neighborhood Revitalization Strategy Area.

#### **4. Public Services**

The capacity of the City's CDBG program to address public service needs is extremely limited. CDBG regulations restrict funding for the operation of public services to no more than 15 percent of the annual CDBG budget (including program income from the previous year). This averages to about \$200,000. The strategy is to support those public service agencies that directly support housing, elimination of homelessness, economic development or crime prevention, but also meet the strategies set forth by the Wilmington City Council.

In allocating funds, an outside agency's ability to use CDBG funds to leverage other funding is a major factor. Funding consideration is also given to agencies demonstrating a high level of collaboration with other local organizations and to those agencies with the capacity to sustain their programs. Capacity building is reinforced through technical assistance workshops sponsored by the City. In 2005-06, CDBG will fund 12 public service agencies under the 15 percent cap and two agencies under the NorthSide Neighborhood Revitalization Strategy Area. Details of individual activities are available in Appendix A.

## **5. Economic Development**

In 2003, the City of Wilmington established an Economic Development Office, directly under the City Manager. Part of the new office includes a Community Lending Officer who has developed a small business loan program funded by Community Development Block Grant funds. Initially, the Community Lending Program will focus on the areas in Wilmington with the most need for this type of assistance: Northside, Downtown, and Castle Street. The City provides micro-enterprise loans of \$5,000 minimum and \$25,000 maximum, with terms ranging from 5 to 20 years; and interest rates varying from 0 percent to Prime plus 2 percent.

In an effort to locate more jobs for homeless and low-income individuals, the City, through CDBG, will fund one economic development small business project that will create 22 new jobs, and three public service agencies to provide job training and placement. Cape Fear Regional Community Development Corporation will assist 20 clients with the development of small businesses, creating 22 new jobs; and will provide a new mentoring program for five existing business, creating five additional new jobs. CFRCDC will also provide training for individuals interested in starting a small business. Leading Into New Communities (LINC) is designed to provide training and job placement of ex-offenders being released back into the community, in an effort to make them viable citizens. This program serves approximately 60 released felons each year. Good Shepherd Ministries (a homeless program) provides day laborers for the community, and job training with job placement for their clients in transitional housing. Cape Fear Youth Development, through Kids Making It Work, will provide internships for disadvantaged youth to run a micro-enterprise. A fourth public service agency, Phoenix Employment, will be funded by General Funds to provide job placement for homeless individuals.

## **6. Administration**

The city will utilize CDBG and HOME funds to provide staff, administrative oversight, planning and compliance activities for all the CDBG programs.

### **Identify community development objectives for action year 2005-06**

See Table 6

**TABLE 6 – NON-HOUSING PERFORMANCE TARGETS  
ACTION YEAR 2005-06**

<b>Activity</b>	<b>Target</b>	<b>Amount Funded</b>	<b>Goals</b>	<b>Completion Date</b>
Public Improvement & Public Facilities	Provide voluntary demolition and lot cleaning for low- and moderate-income land owners		Eliminate 15 Blighted Properties	6/30/06
	Provide infrastructure for Habitat for Humanity 32-unit housing development	\$ 200,000	Complete Infrastructure	6/30/06
	Provide funding for construction or rehabilitation of three public facilities*	\$ 550,000	Complete 3 Facilities	6/30/06
Public Services	Fund 12 public service agencies	\$ 200,000	2,790 Individuals	6/30/06
NorthSide NRSA	Fund one economic development project	\$ 20,000	27 Jobs	6/30/06
	Fund one project to eliminate slum and blight	\$ 293,537 CDBG & Revolving	6 blighted properties	6/30/06
Economic Development	Continue the Community Lending Program for small businesses loans	\$ 655,086 (UDAG & Revolving)	Create 16 New Jobs	6/30/06
	Four public service agencies will locate new jobs for homeless and low-income individuals	Counted in the Public Service figures above		6/30/06
	Small Business Center will create new jobs and small businesses	Counted in the NorthSide NRSA above		

\* Two projects are continued from previous program years

### **ANTIPOVERTY STRATEGY**

**Describe the actions, during the next year, to reduce the number of poverty-level families.**

HUD requires Wilmington to describe its “goals, programs and policies for reducing the number of poverty-level families.” For Wilmington, this would be households earning \$16,110 or less. In 1999, approximately 19.6 percent of the population, or 18,071 individuals, in the City of Wilmington were determined to be living in poverty. This is above the state percentage of 12.5, or 808,400 individuals who live in poverty in North Carolina.

While the City will make every effort to support the continued need to provide food, shelter and clothing to the most visible individuals and families in this group—the homeless—the city also recognizes that this is purely crisis intervention. The most beneficial way we can help to fight poverty in our city is to be part of a collaborative effort to provide those supportive services that will remove individuals and families from the streets into transitional housing and job programs. The main goal is to provide a mechanism to allow people to change their lives, obtain permanent jobs and education, move into permanent housing and become viable citizens of the community.

A secondary goal is to assist those individuals and families that are presently in public housing and transitional housing to obtain better jobs and permanent affordable housing. This is becoming increasingly more difficult with predicted cuts in funds for Section 8. Until recently, the Wilmington Housing Authority had a waiting list of approximately 1,700 families and was no longer accepting applications. This had a domino affect on agencies such as Domestic Violence, VOA at Willow Pond and other transitional housing programs. Because new clients (temporarily) could not apply for Section 8, and because there are no other permanent rental housing programs available, clients must stay in the emergency and transitional programs six to 12 months longer than normally allowed, thus preventing new homeless or domestic violence victims from being able to obtain emergency or transitional housing services.

An additional problem foreseen in the not-too-distant future will be the displacement of HOPE VI residents who will not be able to afford to purchase a new HOPE IV house, will not have the traditional public housing rental units available to them and may not have Section 8 housing available. The City needs to take a serious look at this issue over the next couple of years, to be sure that we do not create more homelessness.

Following are the anti-poverty strategies for 2005-06:

- Play an active role in the development of a Homeless Management Information System (HMIS);
- Continue the city's rental rehabilitation program; and examine the possibility of landlord and tenant education programs;
- Continue support of the city's emergency repair and housing rehabilitation programs to help prevent loss of homeownership;
- Provide support for at least three jobs' training and placement programs that serve the homeless;
- Support small business expansion;
- Provide support from CDBG or General Funds for at least four public service agencies that serve the homeless; and
- Provide support from CDBG or General Funds for at least three public service agencies involved in serving at-risk youth.
- Collaborate with the Housing Authority, nonprofit and for-profit housing developers, and service providers on issues surrounding our extremely low-income citizens.

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

### **NON-HOMELESS SPECIAL NEEDS [91.220 (c) AND (e)]**

**Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.**

For special needs populations, the City will stress the importance of Universal Design and accessibility in the construction of all affordable housing. City staff will also work with The Arc of North Carolina, Southeastern Center for MH/DD/SAS, and the Mayor's Committee on People with Disabilities to identify those issues relating to persons with special needs.

Specifically, HOME funds will be used for The Arc of North Carolina to construct four duplexes (eight rental units) for 16 individuals with disabilities; and for Cape Fear Independent Living to construct four duplexes (eight rental units) for eight individuals with disabilities. One of the duplexes

constructed by The Arc will be a model for Universal Design. Hopefully, it will encourage other housing developers to consider housing design for individuals that goes over and above what is required in the Americans with Disabilities Act (ADA).

**Describe how Federal, State and local public and private sector resources, that are reasonably expected to be available, will be used to address identified needs for the period covered by the Action Plan.**

Each of the currently active construction projects for people with disabilities are funded through HUD Continuum of Care, City HOME funds and funds from the North Carolina Housing Finance Agency. Several existing projects continue to receive Shelter Care renewal funds from Continuum of Care. All of the outside agencies, that are funded by CDBG, HOME or General Funds, serve individuals and families with special needs.

**HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS**

**Provide a brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range or type of housing activities to be done during the next year.**

There are no housing targets addressed in the Five-Year Consolidated Plan specifically for people with AIDS. The City of Wilmington, in an effort not to discriminate or violate HIPPA regulations, provides housing for people with disabilities. For those whom AIDS limits their ability to function on a daily basis, housing will be available through the City's newly funded HOME programs for people with disabilities: Cottonwood and Kathryn Leigh Homes. Most, if not all, of the supportive housing providers in Wilmington are currently renting units to people with AIDS. Identifying those residents for statistical purposes, however, is not something the City is doing or proposes to do.

Wilmington and New Hanover County are included in the catchment area for the Coastal Carolina HIV Care Consortium. The consortium is the recipient of federal Ryan White dollars, which pays for supportive services for individuals who are HIV positive. The following is a list of other available resources for individuals residing in Wilmington and New Hanover County.

- 1) New Hanover Regional Medical Center - monthly pediatric HIV clinic which is staffed by a pediatrician from the University of North Carolina; and provides case management services.
- 2) New Hanover Community Health Center - provides outreach services and case management services.
- 3) Coastal Horizons - provides outreach services, counseling and testing via their van
- 4) New Hanover County Health Department - provides counseling and testing
- 5) C.A.R.E. - community organization that provides recreational activities for those infected and affected by HIV. Also provides a week of summer camp for HIV positive kids.
- 6) Partners in Caring - Program through Duke that provides spiritual care and counseling for HIV positive individuals.
- 7) Thomas Warren & Associates - provides case management services and has weekly support group.

Map

**APPENDIX A**  
**PROJECT DESCRIPTIONS**  
**PROGRAM YEAR 2005-06**

## Administration

CDBG AND HOME ACTIVITY CODE: General Program Administration

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 21A – General Program Administration

CITATION: 570.206 & 92.207

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Administration of CDBG and HOME programs, to ensure timely use of funds, effective planning, programming, compliance with federal regulations, citizen participation, and coordination with other governmental and non-profit agencies. HUD requires that the City not exceed a 20 percent cap on CDBG administrative and planning activities, or the 10 percent cap for HOME administrative activities.

	CDBG AMOUNT FUNDED	AMOUNT SPENT	HOME AMOUNT FUNDED	AMOUNT SPENT
2002-03	199,600	199,600	50,000	50,000
2003-04	200,394*	200,394	50,000	50,000
2004-05	250,000	N/A	50,000	N/A
2005-06	250,000		50,000	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs



## After-School Enrichment

PRIORITY NEED CATEGORY: Public Services – Youth Services

RESPONSIBLE AGENCY: Family Services of the Lower Cape Fear, Inc.

AGENCY LOCATION: 1506-C Market Street, Wilmington, NC 28401

AREA SERVED: D.C. Virgo Middle School, Williston Middle School or Jervay Housing Development

MATRIX CODE: 05D

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: This program offers academic tutoring, mentoring, life skills and community service learning opportunities to low-income children at D.C. Virgo Middle School. Family Services would like to expand the program to Williston Middle School or the Jervay Public Housing site. The goal is to serve 45 youth in one location for a full program year and serve 30 youth at a second location for half of the school calendar year during 2005-06.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	200	103
2003-04	150	49
2004-05	0	0
2005-06	75	

OUTCOME: Reduce the number of after-school, unsupervised, unattended youth in high-risk communities (a minimum of 75 children will be served); improve participant's academic performance, behavior and school attendance; 85 percent of program participants will show improvement in the academic areas of math and reading; 80 percent of program participants will show an improvement in social behavior.

PERFORMANCE MEASUREMENT TOOLS: Interviews, pre and post test surveys, client assessments, attendance records, and grade card data.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	25,000	25,000
2003-04	25,000	25,000
2004-05	0	0
2005-06	17,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## A.M.E. Zion CDC - CHDO Affordable Housing

PRIORITY NEED CATEGORY: Housing Construction and Rehab

RESPONSIBLE AGENCY: A.M.E. Zion Housing Community Development Corporation

AGENCY LOCATION: 619 Nixon Street, Wilmington, NC 28401

AREA COVERED: City Wide

MATRIX CODE: 12

NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 92.205(a)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: With the funding from the 2004-05 Mid-Year cycle and the funding for Fiscal Year 2005-06, A.M.E. Zion will construct three new homes to be sold to low- and moderate-income, first-time homebuyers.

ACCOMPLISHMENTS: Number of units constructed or rehabilitated, with HOME funds, and sold

	PROPOSED	COMPLETED
2002-03	7	3
2003-04	4	8
2004-05	0	N/A
Mid-Year 2004-05	2	N/A
2005-06	1	

OUTCOME: Increase the number of low- and moderate-income homeowners in Wilmington.

PERFORMANCE MEASUREMENT TOOLS: Number of affordable homes sold, by A.M.E. Zion, to low- and moderate-income homebuyers.

	HOME AMOUNT FUNDED	HOME AMOUNT SPENT
2002-03	545,842*	468,724**
2003-04	77,118*	28,597**
2004-05	48,521*	N/A
Mid-Year 2004-05	128,521*	N/A
2005-06	212,521*	

\* Funds include HOME carryover from previous years

\*\*Figures do not include CHDO Proceeds

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## The Arc of North Carolina

PRIORITY NEED CATEGORY: Rental Construction for People with Disabilities

RESPONSIBLE AGENCY: The Arc of North Carolina

AGENCY LOCATION: 5041 New Centre Drive, Wilmington, NC 28401

AREA COVERED: City Wide

MATRIX CODE: 12                      NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 92.205(d)                      EXPECTED COMPLETION DATE: 8/31/05

ACTIVITY DESCRIPTION: Construction of four new duplexes, to be rented to 16 low- and moderate-income disabled individuals. The project will be know as Cottonwood.

ACCOMPLISHMENTS: Number of units constructed, with HOME funds, and the number rented

	PROPOSED CONSTRUCTED/SOLD	COMPLETED CONSTRUCTED/SOLD
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	8/16	

OUTCOME: Decrease the overall homeless population in Wilmington by 16 individuals or 5 percent of those homeless individuals identified in the 2004 Gaps Analysis; and decrease the number of homeless individuals with disabilities on the Permanent Supportive Housing Coalition's waiting list.

PERFORMANCE MEASUREMENT TOOLS: Number of units occupied by low-income homeless individuals with disabilities.

	HOME AMOUNT FUNDED	HOME AMOUNT SPENT
2002-03	0	
2003-04	0	
2004-05	0	
Mid-Year 2004-05	318,000	151,039
2005-06	166,961	

\* Funds include HOME carryover from the Mid-year funding cycle

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      X Help Persons with Disabilities  
 ? Address Public Housing Needs

## Big Buddy Program

PRIORITY NEED CATEGORY: Public Services – Youth Services

RESPONSIBLE AGENCY: Family Services of the Lower Cape Fear, Inc.

AGENCY LOCATION: 1506-C Market Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 05D

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

**ACTIVITY DESCRIPTION:** The Big Buddy Program is a volunteer program of adults who serve as reliable and trusting friends to boys and girls ages 7-17, who are in need of a positive role model. The program targets youth who have shown signs of potential increased delinquent behavior, in frequency or severity, and has been successful in the prevention of sending youth to training schools. Youth are referred through the juvenile court system, law enforcement, NHC Department of Social Services, school counselors and teachers, Child Advocacy and other human service agencies. The immediate objective is to match 20 low-income youth with an adult volunteer for one-on-one mentoring.

**ACCOMPLISHMENTS:** Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	16	16
2003-04	16	20
2004-05	16	N/A
2005-06	20	

**OUTCOME:** Improve academic performance and behavior of youth who are matched with a mentor. 85 percent of all matched youth will be promoted to the next grade level; 85 percent of matched youth will also have fewer suspensions from school.

**PERFORMANCE MEASUREMENT TOOLS:** Pre-match interview with youth and guardian and monthly reports completed by volunteers regarding suspensions; regular contact by volunteers or case managers with the parent or guardian of the youth, and/or schools to verify grade completion or suspensions.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	12,000	12,000
2003-04	12,000	12,000
2004-05	12,000	N/A
2005-06	10,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## **Cape Fear Housing for Independent Living**

PRIORITY NEED CATEGORY: Rental Construction for People with Disabilities

RESPONSIBLE AGENCY: Cape Fear Housing for Independent Living, Inc. and Wilmington Housing Finance and Development, Inc.

AGENCY LOCATION: Front Street, Wilmington, NC 28401

AREA COVERED: City Wide

MATRIX CODE: 12                      NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 92.205(d)                      EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Construction of four one-bedroom duplexes, offering supportive housing for eight chronically homeless individuals who are disabled. The development will be known as Kathryn Leigh Homes.

ACCOMPLISHMENTS: Number of units constructed, with HOME funds, and the number rented

	PROPOSED	COMPLETED
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	8/8	

OUTCOME: Decrease the overall homeless population in Wilmington by eight individuals

PERFORMANCE MEASUREMENT TOOLS: Verification of the applicant's homelessness through the Permanent Supportive Housing Coalition Referral Application Process.

	HOME AMOUNT FUNDED	HOME AMOUNT SPENT
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	200,000	

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      X Help Persons with Disabilities  
? Address Public Housing Needs

## Cape Fear Regional CDC Business Center

PRIORITY NEED CATEGORY: Neighborhood Revitalization Strategy Area – Economic Development

RESPONSIBLE AGENCY: Cape Fear Regional Community Development Corporation

AGENCY LOCATION: 511 Cornelius Harnett Drive , Wilmington, NC

AREA SERVED: City Wide (This project is part of the NorthSide Neighborhood Revitalization Strategy Area)

MATRIX CODE: 18B                      NATIONAL OBJECTIVE: Low/Moderate Income Jobs

CITATION: 570.203 (c)                      EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Develop at least 20 new businesses with **22 new job positions** for low- and moderate-income people; and assisting five existing businesses through a new mentorship program, creating an additional **five new jobs**. The Business Center will assist new businesses with the development of business plans, job descriptions, counseling in management, bookkeeping, policy and procedure establishment, financial planning and marketing. The goal is to establish a firm foundation for the continued success of young businesses.

ACCOMPLISHMENTS: Number of businesses created and jobs produced:

	PROPOSED	COMPLETED
2002-03	10 Businesses/25 Jobs	13 Businesses/30 Jobs
2003-04	11 Businesses/15 Jobs	12 Businesses/27 Jobs
2004-05	17 Businesses/20 Jobs	N/A
2005-06	20 Businesses/27 Jobs	

OUTCOME: To improve the local economy by decreasing the number of people unemployed by 27.

PERFORMANCE MEASUREMENT TOOLS: Entrepreneurial Tests; business plans (each business will produce a business plan identifying job positions and earning levels); and client files.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	27,836	19,931
2003-04	38,758*	31,165
2004-05	32,592*	N/A
2005-06	20,000	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

? Help the Homeless            ? Help Persons with HIV/AIDS            ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Cape Fear Regional CDC – CHDO Affordable Housing

PRIORITY NEED CATEGORY: Housing Construction and Rehab

RESPONSIBLE AGENCY: Cape Fear Regional Community Development Corporation

AGENCY LOCATION: 511 Cornelius Harnett Drive, Wilmington, NC

AREA COVERED: Community Wide

CITATION: 92.205(a)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Rehabilitation of two existing houses, to be sold to low- and moderate-income homebuyers. (CFRCDC also plans to construct three new homes with CHDO proceeds.)

ACCOMPLISHMENTS: Number of units constructed or rehabilitated, with HOME funds, and sold

	PROPOSED CONSTRUCTED/SOLD	COMPLETED CONSTRUCTED/SOLD
2002-03	6 carried over	1/2
2003-04	4/5	1/1
2004-05	5/4	N/A
2005-06	Carryover previous goals	

OUTCOME: Increase the number of first-time homebuyers in Wilmington by five.

PERFORMANCE MEASUREMENT TOOLS: Number of closings completed.

	HOME AMOUNT FUNDED	HOME AMOUNT SPENT
2002-03	297,041*	255,682**
2003-04	149,407*	58,400**
2004-05	241,007***	N/A
2005-06	0	

\* Funds include HOME carryover from previous years

\*\*Figures do not include CHDO Proceeds

\*\*\*Funds include HOME carryover from previous years and return of funds from a previous project

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Cape Fear Youth Development

PRIORITY NEED CATEGORY: Public Services – Youth Services

RESPONSIBLE AGENCY: "Kids Making It Woodworking Program," through Cape Fear Youth Development

AGENCY LOCATION: 15 Water Street (Jacobi Warehouse), Wilmington, NC

AREA SERVED: City Wide

MATRIX CODE: 05D

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: To provide six-month internships for 25 youth from public housing developments and Section 8, the Juvenile Day Treatment Center, and youth and parents of Domestic Violence and substance abuse. Youth will run a micro-enterprise, building handcrafted wood products, learning entrepreneurial skills, and retaining a share of the profits. Kids Making It has served more than 700 youth since 2000.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	25	

OUTCOME: Increase job readiness and pre-vocational skills by 50 percent for youth and parents; increase social and interpersonal skills by 50 percent for youth; 50 percent of youth will increase coping skills; 75 percent will maintain or improve school performance; and 75 percent of youth will prevent or reduce involvement in the juvenile justice system.

PERFORMANCE MEASUREMENT TOOLS: Compare number of juvenile justice petitions, arrests and convictions at beginning and end of program; track school performance, track improved self-esteem and social skills with socio-metric tools; and measure pre-vocational skills with pre- and post-vocational assessment tools.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	10,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs



## Community Boys' and Girls' Club

PRIORITY NEED CATEGORY: Youth Services

RESPONSIBLE AGENCY: Community Boys' and Girls' Club of Wilmington, NC, Inc.

AGENCY LOCATION: 901 Nixon Street, Wilmington

AREA SERVED: City Wide (This project is part of the NorthSide Neighborhood Revitalization Strategy Area)

MATRIX CODE: 05D NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e) EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The goal of this program is to inspire young people to be better citizens through education and career development, development of character and leadership skills, development of health and life skills, development of the arts, and participation in sports, fitness and recreation. Specifically, to provide program opportunities and services for a minimum of 110 unduplicated school-aged youth from public housing and surrounding neighborhoods. The total membership is approximately 616.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	200	416
2003-04	600	619
2004-05	600	N/A
2005-06	110 (in transportation program only)	

OUTCOME: By June 30, 2006, at least 60 percent of 110 youth will have increased their knowledge and skills that foster a sense of competence, leadership, usefulness, and belonging; 100 percent will have participated in at least one core service area; 60 percent will be able to identify and demonstrate at least one skill learned at the Club;

PERFORMANCE MEASUREMENT TOOLS: basic orientation pre-test addressing knowledge and interests of the Community Boys and Girls Club program; behavior patterns and changes observed and monitored by staff; computerized tracking system; post-test at the completion of school year program; Boys and Girls Club of America's outcome measurement tool-kit that measures the core services of the club's program.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	34,871*	34,871*
2003-04	25,000	25,000
2004-05	20,000	N/A
2005-06	10,000	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## **Domestic Violence Shelter and Services, Inc.**

PRIORITY NEED CATEGORY: Public Services - Battered and Abused Spouses

RESPONSIBLE AGENCY: Domestic Violence Shelter and Services, Inc.

AGENCY MAILING ADDRESS: P.O. Box 1555, Wilmington, NC 28402

AREA SERVED: Citywide

MATRIX CODE: 05G

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The program provides shelter and on-going direct services in an effort to empower victims and their families and break the cycle of domestic violence. The immediate goal is to provide shelter and related direct services, including crisis intervention, counseling, goal and safety planning, court advocacy, support groups, and children's programs for 102 low- to moderate-income residents of Wilmington.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	100	89
2003-04	100	101
2004-05	100	N/A
2005-06	102	

OUTCOME: 100 percent of shelter residents will no longer be victims of domestic violence; 90 percent of residents, who stay 72 hours or more, will develop written safety plans to achieve this outcome.

PERFORMANCE MEASUREMENT TOOLS: Data compiled from a confidential, comprehensive shelter evaluation form completed by each resident; progress notes; surveys and client data log sheets.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	10,000	10,000
2003-04	25,000	25,000
2004-05	20,000	N/A
2005-06	20,000	

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Dreams of Wilmington

PRIORITY NEED CATEGORY: Public Services – Youth Services

RESPONSIBLE AGENCY: Dreams of Wilmington, Inc.

AGENCY LOCATION: 515 Ann Street, Wilmington, NC

AREA SERVED: Dreams Center, four public housing recreation centers, MLK and Hemmenway Centers, Juvenile Day Treatment Center, Brigade Boys and Girls Club, Community Boys and Girls Club, Girl's Inc., Roland-Grise Middle School, Myrtle Grove Middle School, St. Luke's AME, The Love Center Church, YWCA, Village at Greenfield

MATRIX CODE: 05D

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: DREAMS seeks to provide more comprehensive, after-school and summer session performing and visual arts programs, serving youth at six public housing and City recreation sites, including Rankin Terrace, Creekwood North, Creekwood South, Hillcrest, Market North, Vesta Village, the Martin Luther King Center and Hemmenway Centers. Programs paid by CDBG funds will cover 85 youth. DREAMS provides a safe haven for more than 450 economically disadvantaged youth, while introducing them to the arts and providing a very real and positive alternative to hanging on the streets.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	60	114
2003-04	60	172
2004-05	60	N/A
2005-06	85	

OUTCOME: Increase exposure for youth to participate in the arts; provide positive role models and relationships for youth; create safe, healthy after-school environments, which engage youth in skill-building activities and social competency enhancement. 40% of DREAMS' Participants will show improvement in social competencies e.g. self-confidence, self-control and self-efficacy. In addition participants, as a group will show a 50% reduction on survey items on attitudes towards violence and delinquency scale, e.g. they will be 50% more likely to disagree with statements suggesting that it is appropriate to engage in physical fighting.

PERFORMANCE MEASUREMENT TOOLS: Pre- and post-participation surveys and teacher evaluations, which measure attitudes and behaviors. Specific surveys are Protective Factors Index, Attitudes toward violence and delinquency.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	10,000	9,991
2003-04	15,009*	15,009
2004-05	15,000	N/A
2005-06	15,000	

\* Funds include CDBG carryover from previous years

## Economic Development – Community Lending Program

PRIORITY NEED CATEGORY: Economic Development

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC

AREA SERVED: City Wide

MATRIX CODE: 18A

NATIONAL OBJECTIVE: Low/Moderate Jobs

CITATION: 570.203 (c)

EXPECTED COMPLETION DATE: 6/30/06

**ACTIVITY DESCRIPTION:** To provide loans for the creation of small businesses, business expansion and relocation, and rehabilitation of commercial structures for location of business on commercial corridors. The City will work closely with local lending institutions and community organizations to identify potential loan recipients. Initially, the program will focus on the areas most in need of assistance: Northside, Downtown and Castle Street. The goal is to make 10 loans and create 16 jobs.

**ACCOMPLISHMENTS:** Number of jobs created with UDAG funds

	PROPOSED	COMPLETED
2002-03	0	0
2003-04	0	0
2004-05	6	N/A
2005-06	16	

**OUTCOME:** Increase the number of low- and moderate-income jobs created by 16, through small businesses in targeted areas of the City; and facilitate the successful, profitable continuation of these businesses through monitoring, counseling and referrals to local management assistance providers and other financial resources.

**PERFORMANCE MEASUREMENT TOOLS:** Track the number of jobs created to ensure compliance with loan contracts and HUD requirements; monitor success of financial and operational activity of businesses to support on-going concern status; track level of satisfaction and number of potential borrowers/referrals to ensure exceptional, customer-oriented service and adequate promotional reach.

	CDBG AMOUNT FUNDED	REVOLVING FUNDS	UDAG FUNDS	AMOUNT SPENT
2002-03	0	N/A		0
2003-04	0	N/A		0
2004-05	0	160,335*	477,751*	N/A
2005-06	0	17,000		

\* Funds include carryover from previous years

**Project Primary Purpose:**

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Emergency Repair Grants

PRIORITY NEED CATEGORY: Housing

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 14A

NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 570.202 (a)(1)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Complete eight emergency repair projects for low- and moderate-income homeowners. The grants are limited to households where the income does not exceed 60 percent of the area median income (adjusted for family size); and at least one of the principal owners must be 60 years of age or older, or disabled.

ACCOMPLISHMENTS: Number of households served with CDBG funds

	PROPOSED	COMPLETED
2002-03	8	11
2003-04	8	5
2004-05	8	N/A
2005-06	8	

OUTCOME: Serve at least 8 elderly and/or disabled households with safety-related housing repairs.

PERFORMANCE MEASUREMENT TOOLS: Document review of inspection reports confirms need for repairs to improve the living environment of lower-income, at-risk citizens.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	63,210*	58,206
2003-04	65,004*	31,403
2004-05	65,332*	N/A
2005-06	44,000*	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## First Fruit Ministries

PRIORITY NEED CATEGORY: Public Services - Homeless

RESPONSIBLE AGENCY: First Fruit Ministries, Inc.

AGENCY LOCATION: 2750 Vance Street, Wilmington, NC

AREA SERVED: Citywide

MATRIX CODE: 05

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The program will provide shelter and care to 16 homeless individuals and one family. Operating funds will help to provide food and clothing, street outreach, case management services, counseling, and technical life skills preparation to the homeless in Wilmington.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	26	27
2003-04	30	35
2004-05	16 (housing only)	N/A
2005-06	16	

OUTCOME: 33 percent of the residents will achieve permanent housing after a stay of more than three months.

PERFORMANCE MEASUREMENT TOOLS: Case management records will be used to determine the number of residents who have achieved permanent housing.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	10,000	10,000
2003-04	10,000	10,000
2004-05	10,000	N/A
2005-06	10,000	

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Food Bank

PRIORITY NEED CATEGORY: Public Services – Food Distribution

RESPONSIBLE AGENCY: Food Bank

AGENCY LOCATION: 1314 Marstellar Street

AREA SERVED: Citywide

MATRIX CODE: 05

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

**ACTIVITY DESCRIPTION:** The Food Bank provides food to 51 nonprofit partner agencies, rather than directly to clients. The partner agencies are located in disadvantaged neighborhoods and determine eligibility criteria for their clients. Those agencies include emergency pantries, soup kitchens, shelters, elderly day programs and emergency assistance. The Food Bank helps to eliminate hunger and contributes to improving the overall community health, well-being and stabilization of families at risk.

**ACCOMPLISHMENTS:** Number of agencies served with CDBG funds

	PROPOSED	COMPLETED
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	51 (distribute 1.5 million pounds of food)	

**OUTCOME:** Increased amount and quality of nutritional food in an effort to improve the overall health for low-income residents in Wilmington.

**PERFORMANCE MEASURES:** Increase food distribution by 10 percent to 1,531,048 pounds to partner agencies and direct distribution sites in Wilmington.

1. Weekly and monthly product inventory by type and amount (pounds).
2. List of distribution sites, frequency of distribution, and pounds distributed by site.
3. List of partner agencies and data from monthly staff reports.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	0	
2003-04	0	
2004-05	0	
2005-06	10,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Good Shepherd Ministries

PRIORITY NEED CATEGORY: Public Services – Homeless Services

RESPONSIBLE AGENCY: Good Shepherd Ministries

AGENCY LOCATION: 811 Martin Street, Wilmington, NC 28401

AREA SERVED: Citywide

MATRIX CODE: 05

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The mission of Good Shepherd's Day Shelter is to provide a safe and sanitary day environment to shelter Wilmington's homeless population from the perils of street life, by offering restroom facilities, showers, clean clothes, laundry facilities, health screening and medications, mental health counseling, hot meals, job and housing placement.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	1,200	1,326
2003-04	(General Funds)	1,651
2004-05	2,000	N/A
2005-06	2,000	

OUTCOME: Decrease the number of homeless people living on the street, in woods or vehicles by 100, through transition to permanent or supportive housing. Decrease instances of panhandling, theft and other crime determined to have been committed by the homeless by 20%; work to demonstrate fewer panhandling violations, in particular, during shelter hours.

PERFORMANCE MEASUREMENT TOOLS: Review case records and exit information; survey clients; survey sample of downtown residents, workers, and/or business owners; collaborate with Wilmington Police Department's Crime Analyst to identify trends, compare panhandling violations occurring during service hours to overall occurrences.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	33,011*	32,997
2003-04	33,000 (General Funds)	33,000
2004-05	33,000	N/A
2005-06	45,000	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs



## Habitat for Humanity

PRIORITY NEED CATEGORY: Housing

RESPONSIBLE AGENCY: Cape Fear Habitat for Humanity

AGENCY LOCATION: 1208 S. Third Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 01                      NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 570.201 (a)                      EXPECTED COMPLETION DATE: 6/30/06 for infrastructure and  
6/30/07 for completion of the 32 homes

ACTIVITY DESCRIPTION: The mid-year goal for 2004-05 was to purchase 5.1 acres for the development of an affordable housing project to be known as Cornerstone Commons. Over the next two years, 32 homes will be constructed for low- and moderate-income families: 24 by Habitat, with the additional eight lots sold to nonprofit housing developers for the construction of similar housing.

The goal for Fiscal Year 2005-06 is to provide infrastructure to the development site, including impact fees and related expenses. Habitat is expected to complete the construction of 10 additional homes, citywide.

ACCOMPLISHMENTS: Number of units constructed with CDBG and HOME funds

	PROPOSED	COMPLETED
2002-03	4	2
2003-04	4	3
2004-05	4	N/A
Mid-Year 2004-05	32 (by 6/07)	N/A
2005-06	Infrastructure completed (by 6/06)	

OUTCOME: Decrease the number of families (by 32) living in subsidized or sub-standard housing, or who are paying more than 30 percent of their income for housing.

PERFORMANCE MEASUREMENT TOOLS: Information provided by Habitat's Family Selection Committee; and the number of houses sold in the Habitat development.

	CDBG/GF AMOUNT FUNDED	AMOUNT SPENT	HOME AMOUNT FUNDED	AMOUNT SPENT
2002-03	47,924*	32,026	0	0
2003-04	75,974**	37,499	0	0
2004-05	118,475*	N/A	0	N/A
Mid-Year 2004-05	251,000	N/A	0	N/A
2005-06	0		200,000	

\* Funds include CDBG carryover from previous years

\*\* Funds include CDBG carryover from previous years and return of funds

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Home Ownership Pool

PRIORITY NEED CATEGORY: Homeownership

RESPONSIBLE AGENCY: City of Wilmington, NC

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 13

NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 570.201(n) & 92.205(a)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The city will work with non-profit housing providers on development of infill affordable housing in predominantly low- and moderate-income neighborhoods; and will work with the Housing Authority on their new-construction projects. The goal for 2005-06 is to assist 22 households with low-interest loans to purchase new or existing houses. Households with <80 percent median income may qualify for a loan of up to 40 percent of the acquisition price at zero percent interest using CDBG funds.

ACCOMPLISHMENTS: Number of households served with CDBG, HOME and General funds

	PROPOSED	COMPLETED
2002-03	22	14
2003-04	22	18
2004-05	22	N/A
2005-06	22	

OUTCOME: 22 households will become home owners because the effective interest rate on the mortgage is significantly reduced.

PERFORMANCE MEASUREMENT TOOLS: Document review of participants completing City of Wilmington's mandatory homebuyer education will confirm 22 households purchased a home with Home Ownership Pool financing.

	CDBG/GF AMOUNT FUNDED	AMOUNT SPENT	HOME AMOUNT FUNDED	AMOUNT SPENT
2002-03	1,220,046*	449,403	0	0
2003-04	1,131,685*	665,734	0	0
2004-05	834,567*	N/A	0	0
2005-06	890,685*		555,090**	

\* Funds include CDBG carryover from previous years, projected program income, revolving loan funds and General Funds

\*\* Funds include HOME carryover from previous years and projected program income

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Housing Counseling Vouchers

PRIORITY NEED CATEGORY: Direct Homeownership Assistance

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 13

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201(k)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: To develop and implement a Housing Counseling Voucher pilot program to be utilized by the Community Housing Development Organizations (CHDO). The CHDO's will assist the City with the development of procedures for the program. As families complete their housing counseling courses or sessions, the CHDO's will submit vouchers for reimbursement. Success of the program will determine whether it will be continued or expanded.

ACCOMPLISHMENTS: Number of households served with CDBG funds

	PROPOSED	COMPLETED
2002-03	0	0
2003-04	0	0
2004-05	0	0
2005-06	50	

OUTCOME: At least 20 percent of the families completing the housing counseling courses or sessions will purchase their first home or be in the process of purchasing a home; at least 50 percent changed their lifestyle as a result of the courses.

PERFORMANCE MEASUREMENT TOOLS: Survey participants to determine how many families purchased a home and changes they made in their lives as a result of the courses, i.e., improved credit rating, etc.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	0	0
2003-04	0	0
2004-05	0	0
2005-06	10,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Housing Demolition

PRIORITY NEED CATEGORY: Housing Demolition

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: Citywide

MATRIX CODE: 04

NATIONAL OBJECTIVE: Low/Moderate Clientele

CITATION: 570.201 (d)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The program will provide assistance to low- and moderate-income homeowners who are approved for housing rehabilitation loans through CDBG or HOME. The program will provide financial assistance to property owners to help with elimination of slum and blight conditions as part of the rehabilitation of their homes. Although the number of demolitions is unpredictable due to the status of the houses for which homeowners apply for rehabilitation funds, it is anticipated that approximately four houses will require some type of demolition.

ACCOMPLISHMENTS: Number of units demolished with CDBG funds

	PROPOSED	COMPLETED
2002-03	N/A	4
2003-04	N/A	3
2004-05	4	N/A
2005-06	4	

OUTCOME: See Housing Rehabilitation and Reconstruction

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	31,060*	21,985
2003-04	39,075*	10,551
2004-05	28,993*	N/A
2005-06	28,314*	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Housing Rehabilitation and Reconstruction

PRIORITY NEED CATEGORY: Housing Rehabilitation/Reconstruction – Single-family

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 14A

NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 570.201(n) & 92.205(a)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Housing rehabilitation loans to assist low- and moderate-income owner occupants with rehabilitation work necessary to bring their homes into compliance with minimum housing standards. If reconstruction is necessary, demolition will be provided through a grant. The goal is to rehabilitate 10 homes in 2005-06.

ACCOMPLISHMENTS: Number of households served with CDBG funds

	PROPOSED	COMPLETED
2002-03	24	14
2003-04	24	11
2004-05	20	
2005-06	10	

OUTCOME: Of all citizens requesting financial and technical assistance for housing improvements, 10 households will experience an improvement in living conditions.

PERFORMANCE MEASUREMENT TOOLS: Document review of citizen requests confirms assistance delivery to 10 households.

	CDBG/GF AMOUNT FUNDED	AMOUNT SPENT	HOME AMOUNT FUNDED	AMOUNT SPENT
2002-03	370,722*	194,160	484,485**	174,714
2003-04	557,535*	107,781	637,218**	248,582
2004-05	509,383*	N/A	918,074**	N/A
2005-06	504,000*		15,902**	

\* Funds include CDBG carryover from previous years, projected program income and revolving loan funds

\*\*Funds include HOME carryover from previous years, projected program income and revolving loan funds

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Housing – Relocation

PRIORITY NEED CATEGORY: Housing – Relocation

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 08

NATIONAL OBJECTIVE: Low/Moderate Income Housing

CITATION: 570.201(n) & 92.205(a)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Housing relocation grants to assist low- and moderate-income owner occupants who are obtaining housing rehabilitation loans from the City to bring their homes into compliance with minimum housing standards. Although the number of relocations is unpredictable due to the status of the houses for which homeowners apply for rehabilitation funds, it is anticipated that approximately four families will require temporary relocation.

ACCOMPLISHMENTS: Number of households served with CDBG funds

	PROPOSED	COMPLETED
2002-03	N/A	6
2003-04	N/A	1
2004-05	2	N/A
2005-06	4	

OUTCOME: See Housing Rehabilitation and Reconstruction

	CDBG/GF AMOUNT FUNDED	AMOUNT SPENT	HOME AMOUNT FUNDED	AMOUNT SPENT
2002-03	37,231*	11,068	0**	25,772**
2003-04	26,163*	6,243	0**	12,798**
2004-05	33,002*	N/A	0**	34,658**
2005-06	25,000*		0**	

\* Funds include CDBG carryover from previous years

\*\*Funds are part of the HOME Housing Rehabilitation Program

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Housing – Rental Rehabilitation

PRIORITY NEED CATEGORY: Housing Rehabilitation/Reconstruction – Rental

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Housing rehabilitation loans to rental property owners who need to bring their units into compliance with minimum housing standards. The goal in 2004-05 was to rehabilitate a total of six units that will be available for rent to low- and moderate-income families or individuals. This goal has been extended into program year 2005-06.

ACCOMPLISHMENTS: Number of units completed

	PROPOSED	COMPLETED
2002-03	0	0
2003-04	0	0
2004-05	6	N/A
2005-06	0	

OUTCOME: Six low- and moderate income households will have access to rental housing and will pay no more than 30 percent of their income for those units. The six rental units will be renovated to meet or exceed Minimum Housing Code.

PERFORMANCE MEASUREMENT TOOLS : Review of landlords' client files and records. Review of Rental Rehabilitation loan files to confirm that six units have been completed and approved for occupancy

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03		
2003-04		
2004-05	469,000	N/A
2005-06	37,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Legal Aid

PRIORITY NEED CATEGORY: Public Service – Legal Aid

RESPONSIBLE AGENCY: Legal Aid of North Carolina, Inc. - Wilmington

AGENCY LOCATION: 201 Front Street, Suite 1002, Wilmington

AREA SERVED: City Wide

MATRIX CODE: 05C

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Legal Aid provides free civil legal services to low-income individuals to ensure equal access, justice and remove legal barriers to economic opportunity. This project will focus on decent housing for clients who may be at imminent risk of homelessness. The agency will work with government and nonprofits to promote and enforce tenant rights regarding substandard housing.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	0	0
2003-04	0	0
2004-05	0	0
2005-06	50	

OUTCOME: Increase, by 50, the number of tenants who are knowledgeable of tenants rights, therefore, improving the quality of their living conditions.

PERFORMANCE MEASUREMENT TOOLS: Client information and case outcomes.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	0	0
2003-04	0	0
2004-05	0	0
2005-06	10,000	

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs



## Leading Into New Communities (LINC)

PRIORITY NEED CATEGORY: Public Service – Economic Development

RESPONSIBLE AGENCY: Leading Into New Communities

AGENCY LOCATION: 1202 Castle Street

AREA SERVED: City Wide

MATRIX CODE: 05H

NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: To facilitate the preparation of ex-offenders for employment, including vocational training, job placement and employment maintenance services. LINC will attempt to show a one-year employment maintenance rate of 70 percent for these ex-offenders. Funds for this program shall be used as local matching funds for state grants from the Governor's Crime Commission or the NC Department of Juvenile Justice and Delinquency Prevention.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	56	90
2003-04	60	71
2004-05	60	N/A
2005-06	60	

OUTCOME: Decrease the re-arrest and re-imprisonment rate for 42 clients; reduce the number of homeless felons in Wilmington by 5 percent.

PERFORMANCE MEASURES: These goals will be measured by review of client files and from client assessments.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	30,000	21,496
2003-04	28,504*	28,504
2004-05	20,000	N/A
2005-06	25,000	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## NorthSide Acquisition, Demolition and Clearance

PRIORITY NEED CATEGORY: Housing Acquisition, Demolition and Clearance

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: NorthSide Revitalization Strategy Area

MATRIX CODE: 04

NATIONAL OBJECTIVE: Low/Moderate Area

CITATION: 570.201 (d)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Elimination of slum and blight conditions through acquisition, demolition and clearance of six deteriorated and dilapidated structures in the Northside Neighborhood Revitalization Strategy Area.

ACCOMPLISHMENTS: Number of properties cleared with CDBG funds.

PERFORMANCE MEASURES: Track number of structures cleared. Code enforcement to conduct ongoing site visits to ensure property remains in compliance with City ordinances.

	PROPOSED	COMPLETED
2002-03	N/A	N/A
2003-04	N/A	N/A
2004-05	N/A	N/A
2005-06	6	

OUTCOME : Number of properties cleared with CDBG funds.

	CDBG AMOUNT FUNDED	REVOLVING FUNDS	AMOUNT SPENT
2002-03	148,892*	0	0
2003-04	0	0	0
2004-05	0	0	0
2005-06	20,000	124,645**	

\*Re-appropriated from prior years

\*\* Funds include carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Peabody Center

PRIORITY NEED CATEGORY: Public Facilities – Gymnasium and Kitchen Renovation

RESPONSIBLE AGENCY: New Hanover County Community Action

AGENCY LOCATION: 507 North Sixth Street, Wilmington

AREA SERVED: This project is part of the NorthSide Neighborhood Revitalization Strategy Area

MATRIX CODE: 03D NATIONAL OBJECTIVE: Low/Moderate Income Clientele

CITATION: 570.201 (c) EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The goal of this program is to renovate and expand the gymnasium and kitchen facilities at the Peabody Center, which is used predominately by the Head Start Program and New Hanover County Community Action. This will enable the Center to serve 300 youth and family members more efficiently.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds as a result of the renovation of one public facility

	PROPOSED	COMPLETED
2002-03		
2003-04		
2004-05		
2005-06	One facility renovation completed	

OUTCOME: Improve nutritional and health outcomes for children and families; improve cost effectiveness of meal services; improve effectiveness of training for 1,000 adult clients and family members; increase capacity of the facility to serve the immediate community and city at large.

PERFORMANCE MEASUREMENT TOOLS: Meal counts and food service records; cost analysis of providing direct services vs. catering; number of people attending trainings and meetings; numbers attending trainings and meetings; reservations and requests.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03		
2003-04		
2004-05		
2005-06	150,000	

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Project Delivery Costs

PRIORITY NEED CATEGORY: Rehabilitation Administration

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: City Wide

MATRIX CODE: 14H

NATIONAL OBJECTIVE: NA

CITATION: 570.202(b)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Operating costs to assist in the planning and implementation of the CDBG and HOME housing rehabilitation programs.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	150,000	84,135*
2003-04	150,000	150,000
2004-05	175,000	N/A
2005-06	175,000	

\*Balance was re-appropriated to another activity

## VOA – Willow Pond Apartments

PRIORITY NEED CATEGORY: Public Service – VOA – Willow Pond Apartments

RESPONSIBLE AGENCY: VOA (Volunteers of America of the Carolinas)  
VOA – Willow Pond, Inc.

AGENCY LOCATION: 3508-102 Frog Pond Place, Wilmington

AREA SERVED: City Wide

MATRIX CODE: 05G

NATIONAL OBJECTIVE: Low/Moderate Clientele

CITATION: 570.201 (e)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: To help provide decent, affordable housing and supportive services for homeless, battered families and their children. Funds will be used for administrative expenses at a transitional housing site of 12 units, serving single-parent, abused individuals and their children.

ACCOMPLISHMENTS: Number of individuals served with CDBG funds

	PROPOSED	COMPLETED
2002-03	60	56
2003-04	60	74
2004-05	60	N/A
2005-06	60	

OUTCOME: Decrease, by 20, the number of homeless families returning to abusers due to lack of housing resources; increase, by 16, the number of families moving toward self-sufficiency

PERFORMANCE MEASUREMENT TOOLS: Number of families housed at Willow Pond during 2005-06; number of families completing service plan and goal planning sessions.

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	20,000	20,000
2003-04	20,000	20,000
2004-05	20,000	N/A
2005-06	18,000	

Project Primary Purpose:

X Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
? Address Public Housing Needs

## Voluntary Demolition and Clearance

PRIORITY NEED CATEGORY: Voluntary Demolition and Clearance

RESPONSIBLE AGENCY: City of Wilmington

AGENCY LOCATION: 305 Chestnut Street, Wilmington, NC 28401

AREA SERVED: Citywide

MATRIX CODE: 04

NATIONAL OBJECTIVE: Slum and Blight

CITATION: 570.201 (d)

EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: The program will provide assistance to low- and moderate-income property owners to comply with code violations. The program will provide financial assistance to property owners to help with elimination of slum and blighted conditions; and for lot clearance and demolition of dilapidated structures in designated areas. The goal is to assist with a combination of activities to include two demolitions, 9 lot clearings, and 4 boardings.

ACCOMPLISHMENTS: Number of blighted properties rectified with CDBG funds

	PROPOSED	COMPLETED
2002-03	70	3
2003-04	70	10
2004-05	16	N/A
2005-06	15	

OUTCOME: Reduce the number of locations in Wilmington that foster public nuisances or that can be used to shield criminal activities.

PERFORMANCE MEASUREMENT TOOLS: Increase the number of participants in community educational outreach programs by four ; decrease criminal activities by 3 percent; and reduce the number of public nuisance violations by 5 percent per 1,000

	CDBG AMOUNT FUNDED	CDBG AMOUNT SPENT
2002-03	48,913*	994
2003-04	79,137*	6,630
2004-05	26,984*	7,080
2005-06	19,904*	

\* Funds include CDBG carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
 ? Address Public Housing Needs

## Wilmington Housing Authority Single-Family Construction

PRIORITY NEED CATEGORY: Housing Construction

RESPONSIBLE AGENCY: Wilmington Housing Authority

AGENCY LOCATION: Jervay Development

AREA COVERED: Jervay Neighborhood

CITATION: 92.205 (a) EXPECTED COMPLETION DATE: 12/30/05

ACTIVITY DESCRIPTION: To provide down payment assistance to low- and moderate-income families purchasing homes in the Jervay Public Housing development.

ACCOMPLISHMENTS: Number of families served with HOME funds

	PROPOSED	COMPLETED
2002-03	0	0
2003-04	5	4
2004-05	10	N/A
2005-06	Carry over previous years' goals	

OUTCOME: N/A

PERFORMANCE MEASUREMENT TOOLS: N/A

	HOME AMOUNT FUNDED	HOME AMOUNT SPENT
2002-03	0	0
2003-04	75,000	60,000
2004-05	297,000*	N/A

\* Funds include HOME carryover from previous years

Project Primary Purpose:

? Help the Homeless      ? Help Persons with HIV/AIDS      ? Help Persons with Disabilities  
X Address Public Housing Needs

## Wilmington Housing Finance & Development Non-Profit Affordable Housing and CHDO

PRIORITY NEED CATEGORY: Housing Construction

RESPONSIBLE AGENCY: Wilmington Housing and Finance Development, Inc.

AGENCY LOCATION: 310 N Front Street

AREA COVERED: Community Wide

CITATION: 92.205(a)                      EXPECTED COMPLETION DATE: 6/30/06

ACTIVITY DESCRIPTION: Construction of three new homes to be sold to low- or moderate-income homebuyers and providing down payment assistance to insure that housing expenses do not exceed 30 percent of family income.

ACCOMPLISHMENTS: Number of units constructed, with HOME funds, and sold

	PROPOSED CONSTRUCTED/SOLD	COMPLETED CONSTRUCTED/SOLD
2002-03	3/0	0/5
2003-04	7/7	3/1
2004-05	4/6 carry over of previous goals	N/A
2005-06	3/3	

OUTCOME: Decrease, by three families, the number of families who are paying more than 30 percent of household income for housing.

PERFORMANCE MEASUREMENT TOOLS: Review of case files and the analysis of family income in proportion to housing expenses.

	HOME AMOUNT FUNDED	HOME AMOUNT SPENT
2002-03	80,000*	0
2003-04	180,000*	35,177
2004-05	144,824*	N/A
2005-06	\$139,604* plus \$22,000 CHDO appropriation	

\* Funds include HOME carryover from previous years; but do not include the General Fund revolving funds

Project Primary Purpose:

? Help the Homeless              ? Help Persons with HIV/AIDS              ? Help Persons with Disabilities  
? Address Public Housing Needs



# **APPENDIX B**

## **CITIZEN PARTICIPATION**

## **CITIZEN PARTICIPATION ACTIVITIES**

The draft Action Plan was made available for citizen comments March 31-April 29, 2004. A notice, announcing the comment period, was published in the *Wilmington Star News*, the *Wilmington Journal* and the *Mundo Latino* (affidavits of publication available), the City's website and on Government Cable Channel 8. Press releases were sent to local media and to community organizations and sub-recipients. The following is a sample of an ad from one of the above local newspapers.

## **PUBLIC MEETINGS:**

Past experience has shown the City that public meetings specifically about the Annual Action Plan have been unsuccessful and lack adequate community input. In 2003, the Community Development Division began holding an annual, all-day Open House, to allow citizens the opportunity to discuss community development with the staff and make comments accordingly. The Open House for this Action Plan was held December 9, 2004, and was very successful. Approximately 20 individuals attended, several staying for two or three hours. The following are issues discussed by attendees.

- City streets are not smooth;
- Sidewalks on Front St. need cleaning;
- Economic Development loan guidelines are too restrictive; need marketing; biggest obstacles for most citizens are credit or lack of collateral;
- Need infill housing;
- Allow Youth Build to perform minor repairs to local homeowners;
- Need bike paths;
- Need more green space;
- Mental health needs to become a priority for the City;
- Need clarification on the CHDO process from beginning to end.

A public hearing was held, on the draft plan, April 5, 2005, before the Wilmington City Council, in Council Chambers, City Hall. Eight individuals spoke on the homeless, domestic violence and the "Kids Making It" youth program. Many of the agencies thanked the City for including them in the Action Plan, and three questioned the cuts in their funding. On April 18th, the City Council held a work session to discuss the Action Plan in detail and the process for selecting outside agencies for funding.

Announcements for the Open House and the public hearing were published in the *Wilmington Star News*, the *Wilmington Journal* and the *Mundo Latino* (affidavits of publication available), the City's website, and on Government Cable Channel 8. Press releases were sent to local media and to community organizations and sub-recipients.

A questionnaire on topics of interest to the City residents was made available at every opportunity beginning in October 2004. It was handed out at public meetings and workshops, disbursed to nonprofits and their clients, and handed out to the general public whenever possible. The questionnaire was also available on the City's website. Approximately 55 questionnaires were returned to the City over a four-month period. Following is a copy of the survey with the results.

## CITY OF WILMINGTON

### COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUNDS

Circle all items that you consider most or very important needs for the City of Wilmington.

*Which of these Public Works projects do you think are most needed?*

- 25 Street repairs (pot holes)
- 16 Street upgrades (sidewalks, curb and gutters)
- 22 Drainage to prevent flooding of streets and housing
- 4 Signage (street signs)
- 27 Recreation improvements such as outdoor ball fields, tennis courts, bike paths, green space.

*What permanent housing choices do you consider would best serve the City of Wilmington?*

- 27 Housing rehab (repairing houses for low-income homeowners)
- 23 Emergency repairs for elders or people with disabilities
- 21 Down payment assistance for low-income purchase of affordable housing
- 21 Construction of new affordable housing for low-income homebuyers
- 19 Construction of new affordable rental housing for low-income renters
- 19 Rental assistance programs
- 20 Supportive housing programs (housing with supportive services for people with disabilities)

*What homeless housing choices need to be addressed in Wilmington?*

- 1 No problems
- 22 More overnight shelters
- 32 Transitional housing with supportive services
- 27 Permanent housing with supportive services
- 4 Permanent housing without supportive services

*Are there discrimination or Fair Housing issues for minorities, families with children or people with disabilities, in Wilmington?*

- 12 In the real estate community: buying or selling a house
- 20 In the lending institutions: purchasing a mortgage or acquiring a consumer loan
- 20 Landlords

*What do you think is needed for neighbor facilities to better serve the needs of you and your family?*

- 10 More playground equipment
- 20 Better lighting
- 18 Community facility
- 16 Equipment (with trained personnel) for teaching skills such as computer skills, carpentry and related construction skills, wood working such as cabinetry, mechanics, \_\_\_\_\_ other
- 26 Better or more public transportation

*What other improvements would you like most to see in your neighborhood?*

- 0 No improvements needed
- 12 More services or facilities for elders
- 10 Bigger or better sports areas for youth such as baseball fields or soccer fields
- 26 More services or after-school programs for youth
- 30 Crime prevention
- Other: \_\_\_\_\_

Please return form to: City of Wilmington  
Community Development Division  
305 Chestnut Street, 2<sup>nd</sup> Floor  
PO Box 1810  
Wilmington, NC 28402-1810  
Or Fax to (910) 341-7802

**Neighborhood in which you live:** \_\_\_\_\_

**Please write in on the back if you have other comments or questions you may have.**

"Other" comments included the following:

- More parks, bike paths, extend Riverwalk the South Bridge.
- Reduce traffic, improve traffic control, improve bus service
- Homeless: more services, more healthcare, improve mental health services
- Renovate dilapidated houses
- Reduce Impact Fees
- Increase down payment assistance
- Build sidewalks on Oleander--in front of businesses
- Provide more businesses
- Decrease commercial development
- Provide services for child and adult violent crimes and sexual crimes

During the 30-day comment period, two written comments were received.

# **APPENDIX C**

## **CERTIFICATIONS**

## CERTIFICATIONS

### I. General Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** The City will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis and maintain records reflecting that analysis and actions in this regard.

**A. Anti-Displacement and Relocation Plan** The City will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**B. Drug Free Workplace** The City will or will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing an ongoing drug-free awareness program to inform employees about:
  - a) The dangers of drug abuse in the workplace;
  - b) The grantee's policy of maintaining a drug-free workplace;
  - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
- 4) Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
  - a) Abide by the terms of the statement; and
  - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- 5) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**C. Anti-Lobbying** To the best of the City's knowledge and belief:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, The City will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3) The City will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**D. Authority of Jurisdiction** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**E. Consistency with Plan** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.



**F. Section 3** The City will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## II. Specific CDBG Certifications

The Entitlement Community certifies that:

**A. Citizen Participation** The City is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**B. Community Development Plan** The City's consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**C. Following a Plan** The City is following a current consolidated plan that has been approved by HUD.

**D. Use of Funds** The City has complied with the following criteria:

### 1. Maximum Feasible Priority

With respect to activities expected to be assisted with CDBG funds, the City certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities, which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;

### 2. Overall Benefit

The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2005, 2006 and 2007 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low- and moderate-income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

### 3. Special Assessments

The City will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The City will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**E. Excessive Force** The City has adopted and is enforcing:

- 1) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- 2) A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction;

**F. Compliance with Anti-discrimination laws** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**G. Lead-Based Paint** The City's notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

**H. Compliance with Laws** The City will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

Title:\_\_\_\_\_

Date:\_\_\_\_\_

### III. Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**A. Eligible Activities and Costs** The City is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through 92.209; and it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**B. Appropriate Financial Assistance** Before committing any funds to a project, the City will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

\_\_\_\_\_  
Signature/Authorized Official

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### IV. Appendix to Certifications

Instructions concerning lobbying and drug-free workplace requirements:

**A. Lobbying Certification** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$ 100,000 for each such failure.

**B. Drug-Free Workplace Certification** 1) By signing and submitting this application or grant agreement, the grantee is providing the certification.

- 2) The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- 3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- 4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
- 5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

- 6) The grantee may insert, in the space provided below, the site for the performance of work done in connection with the specific grant:

City of Wilmington  
305 Chestnut Street  
Wilmington, North Carolina 28402

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

- 7) Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention are called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).